

**United States Bankruptcy Court
For the Eastern & Western Districts of Arkansas**

Electronic Case Filing (ECF)

Attorney Training Manual

Updated 11/24/04

Table of Contents

Getting Started	Section 1
Preparation	Section 2
Basics	Section 3
Accessing CM/ECF	Section 4
User Account Maintenance	Section 5
Bankruptcy Case Opening	Section 6
Uploading A List of Creditors	Section 7
Application to Pay Filing Fees in Installments	Section 8
Application to Employ	Section 9
Multi-Part Motions (2 Part)	Section10
Multi-Part Motions (3 Part)	Section11
Objections to Motions	Section12
Adversary Proceeding Case Opening	Section13
Answer to Adversary Proceeding	Section14
Attorney ECF Reports	Section15
Queries	Section16
Glossary	Section17
Proof of Claims	Section18

Accessing CM/ECF

Registered users will be given a login and password by the court. To access the CM/ECF system, use the Netscape Navigator 4.7 or Internet Explorer 5.5 web browser. Both court and external users can have different levels of access to screens and functionality as determined by their needs.

- STEP 1** To access the court website, open Netscape Navigator or Internet Explorer and enter the URL (address) of the court's computer in the browser's Location field. (See Figure 1.)

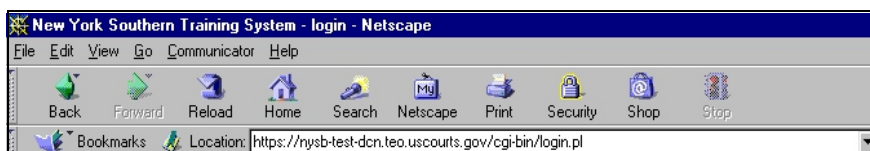


Figure 1

Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

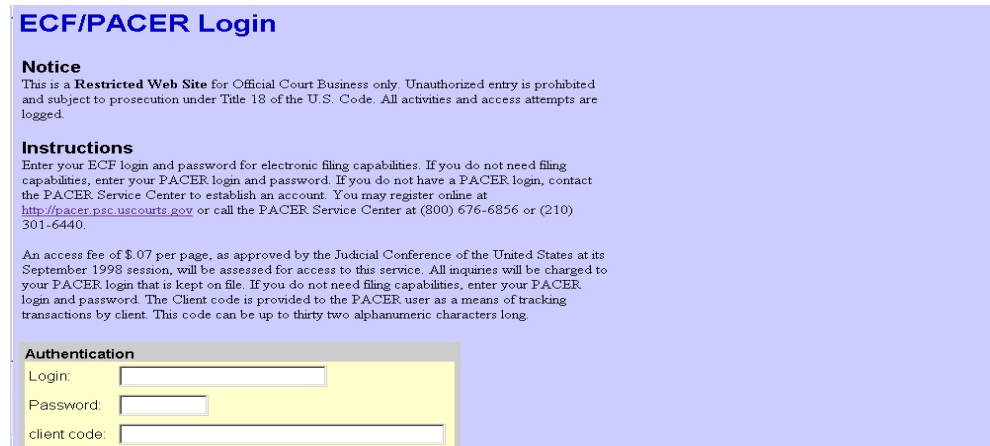
- STEP 2** The **CM/ECF CERTIFICATE NAME CHECK** screen displays next. You may see a series of security screens similar to these. (See Figure 2.)



Figure 2

- ◆ Click **[Continue]** and read the security information until the **[Finish]** button appears.

STEP 3 The **CM/ECF LOG-IN** screen will then display. (See Figure 3.)



The image shows the ECF/PACER Login screen. At the top, it says "ECF/PACER Login". Below that is a "Notice" section stating that this is a Restricted Web Site for Official Court Business only. Under "Instructions", it explains that users need to enter their ECF login and password for electronic filing capabilities. It provides a URL for registration: <http://pacer.psc.uscourts.gov>. A note mentions an access fee of \$0.07 per page. At the bottom, there is an "Authentication" section with three input fields: "Login:", "Password:", and "client code:". The background is light blue.

Figure 3

- ◆ Enter your **Login** and **Password**. These fields are case sensitive. A login of thomas should be entered the same, your password will be assigned by the court.
- ◆ If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.
- ◆ Click **[Login]**.

STEP 4 The **CM/ECF MAIN MENU** screen displays. (See Figure 4.)



The image shows the CM/ECF MAIN MENU screen. At the top, it says "Starter Database Area - Netscape". Below that is a navigation bar with links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main content area has a large blue banner with the U.S. Bankruptcy Court logo and the text "U.S. Bankruptcy Court", "Arkansas Eastern/Western Test Database", and "Official Court Electronic Document Filing System". Below the banner, there is a disclaimer: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." At the bottom, there is a welcome message: "Welcome to the U.S. Bankruptcy Court for the Arkansas Eastern/Western Test Database Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system." The bottom of the screen shows a taskbar with various icons and the time "12:28 PM".

- ◆ Access to the various modules are provided by the Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing one to file documents, query, view or print a docket sheet, generate reports or maintain the system.
- ◆ This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

Public Access

Bankruptcy case information on CM/ECF is available to the public through participating court internet sites. For instance, the bankruptcy court in the Eastern & Western District of Arkansas can be accessed by typing this URL, www.arb.uscourts.gov) in the Location Box of your browser.

Inquiries can be made through [Public Case Query](#) which provides search capabilities by case number or name.

(See Figure 5)

The screenshot shows a web form titled "Query" in blue text. Below the title is a section labeled "Search Clues" in bold. This section contains several input fields: "Case Number" with a text box and an example "(Example: 99-80013)"; "Last Name" with a text box and examples "(Examples: Desoto, Des*t)"; "First Name" with a text box; "Middle Name" with a text box; "SSN" with a text box; "Tax ID" with a text box; and "Type" with a dropdown menu. Below these fields is a "NOTICE" in small text: "NOTICE: Access to the information in this system is currently available at no charge; however, a user fee, approved by the Judicial Conference of the United States, may be applied in the future." At the bottom of the form are two buttons: "Run Query" and "Clear".

Figure 5

Additionally, [Public Case Information](#) gives anyone access to the CM/ECF Cases Report. This information is current and is updated with activity. The selection screen for the Cases Report is pictured in **Figure 6**.

Cases Filed Report

Selection Criteria*

Terminal Digit:

Case Type: ap bk

Chapter: 7 9

Office: 1 4

Trustee: Babitt, Roy
Babitt, Roy
Bailin, Marc L.

Sort by: 1st Case Number 2nd 3rd 4th

Date	Filed	Entered	Discharged	Dismissed	Closed	Converted
Start	1/1/1990	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End	01/05/2001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* blank field means field is not used for selection

☒ Open Cases Only ☒ Show Borders on Report

Figure 6

- ◆ When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. (See Figure 7.) Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 7

- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

CM/ECF Maintain User Accounts

All CM/ECF users will be given a user login and password. Individual users can be given access to maintain their own account information through **Maintain Your ECF Account**. Using this option users can update their name, mailing and e-mail addresses, e-mail preferences, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

The lesson on this module will show how a user can modify:

- ◆ user name, address, SSN or TIN,
- ◆ E-mail addresses
- ◆ electronic noticing preferences
- ◆ user login and passwords

STEP 1 To access these functions, go to Utilities on the CM/ECF Main Menu bar. Under the Miscellaneous category, select **Maintain User Accounts**. (See Figure 1).



Figure 1

The **Maintain User Account** screen appears. (See Figure 2)

A screenshot of the 'Maintain User Account' form. The form is titled 'Maintain User Account' and contains various input fields for user information. Fields include: Last name (Babin), First name (Joyce), Middle name (Bradley), Generation, Title, Type tr, Office (U.S. Bankruptcy Trustee), Address 1 (P.O. Box 8064), Address 2, Address 3, City (Little Rock), State (AR), Zip (72203), Country, County (dropdown), Phone, Fax, SSN, Tax Id, Bar Id, Bar status, Mail group, Initials, DOB, AO code, and End date. There are also buttons for 'Email information...', 'More user information...', 'Submit', and 'Clear'.

Figure 2

At the user account screen, the user **CAN** update or change the following:

- Last, First and Middle name.
- Generation (Sr., Jr., II, III, etc.,)
- Title (Attorney at Law, Esquire, etc.,)
- Office Name
- Address 1 and 2 - NOTE: Address 3 is an invalid field)
- City, State or Zip
- Country or County
- Phone & Fax numbers
- SSN
- Tax ID number

The user **CANNOT** update or change the following. If these items need updating the user must contact the court.

- Bar ID number
- Bar Status
- DOB

The following items are for **court use only**:

- Mail group
- Initials
- AO Code
- End date

STEP 2

When you have completed the information on this screen, click on the **[Submit]** button or if the user will be receiving electronic notices/e-mail, click on the **[E-mail Information]** button.
(See Figure 2a.)

The **E-mail information** screen will allow users to specify if they want to receive electronic notices of filings in specific cases and set certain preferences.

The screenshot shows the 'E-mail information for Joyce Bradley Babin' screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has a title 'E-mail information for Joyce Bradley Babin'. Below the title, there is a text box for 'Primary e-mail address' containing 'tgreenwood@l3ark.com'. Underneath, there are two checkboxes: 'to my primary e-mail address' (checked) and 'to these additional addresses' (unchecked). Below these is a text box for additional addresses. Further down, there are two checkboxes: 'Send notices in cases in which I am involved' (checked) and 'Send notices in these additional cases' (unchecked). Below these is a text box for additional cases. At the bottom, there are two radio buttons: 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report' (unselected). Below these are two radio buttons for 'Format notices': 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service' (unselected). At the very bottom, there are two buttons: 'Return to Account screen' and 'Clear'.

Figure 2a

Users can request copies of all noticing on these cases or a daily Summary of all noticing activity for cases in which the user has subscribed. All activity includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

- ◆ Enter the user's **Primary e-mail address**.
 - ◆ **Send the notices specified below...**
Enter the e-mail address(es) to which the notifications should be sent. Besides your standard e-mail address, you may have notices sent to other e-mail address(es). Users should consider special mail boxes for CM/ECF notices if heavy volume is anticipated.
 - ◆ Enter the cases for which notification should be sent. You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys may want to be notified of transactions in cases they have an interest in but are not active parties to the case. Court and chambers staff can monitor cases through this process also. This list can be edited here. It is possible to select both options.
 - ◆ Indicate if you want to have **individual notices** or a **Daily Summary Report** e-mailed for the case(s) identified in the previous step. (Notifications for claims will also be included in your mail list.) You cannot elect to receive both separate Notices and the Summary report.
- A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary e-mail notification will display the docket event and the document number (including the hyperlink). An attorney who has elected to receive Summary e-mail will receive it even when his/her case numbers have not specifically been listed in the e-mail setup screen.
- ◆ Enter the e-mail delivery method. (See Figure 2b)

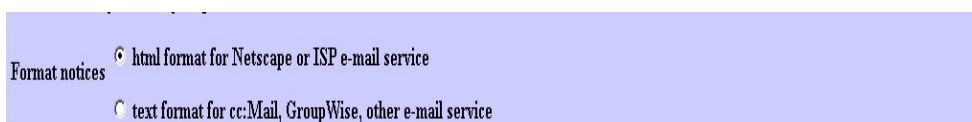


Figure 2b

The html format will include hyperlinks to the document or claim.

Text format will feature the URL of the PDF document which can be copied and pasted into the location bar or your browser. (See Figure 2c).

Notice of Electronic Filing
The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST

Case Name: William Wonka
Case Number: 97-13259 <https://bkecf-train.aottd.uscourts.gov/cgi-bin/DktRpt.pl?252>
Document Number: 2
Copy the URL address on the line below into the location bar of your Web browser to view the document:
[https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281,](https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281)

Figure 2c

- ◆ Verify the information and click on the **[Return to Account]** button.

Reminder: Internet users can be given access to the screen displayed in Figure 2a so that they can make changes to their own e-mail address and preferences.

STEP 3 If the user wishes to change his/her password click on the **[More user information button]** and the following screen will appear (See Figure 3)

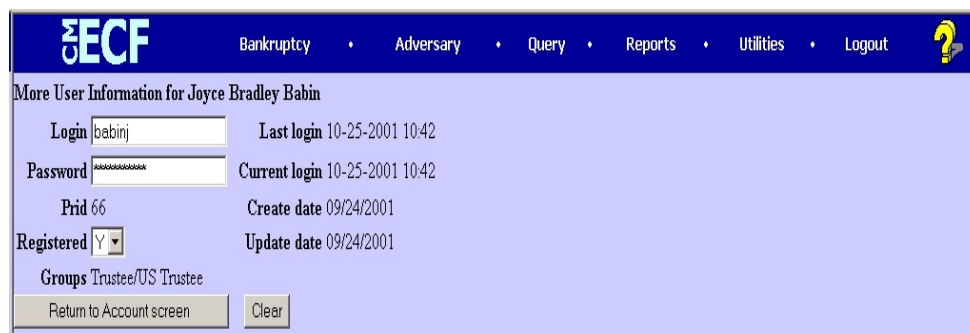


Figure 3

Once the password has been changed, click on the **[Return to Account]** button.

STEP 4 You must click on the **[Submit]** button to update the Person record/changes you have made. (See Figure 4)



Figure 4

STEP 5

The screen in Figure 5 is used to display the information that was submitted. If you checked any of the boxes for sending notices for each filing, or sending a Daily Summary report, this screen will indicate the option is turned "on".

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.



The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a blue header bar with the ECF logo on the left and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a light yellow background and contains the following text:

Updating person record...
Update Person Prid: 333288

The update was successful.... prid 333288 - Kerry Ledford

Updating user record
The user update was successful

Set up automatic e-mail notification complete for Kerry Ledford
Send Notification in all cases for which you represent a party = on
Send Notification to primary e-mail address = on

Case list:
[00-10122 Dale A. Daniels](#)
[00-12243 George Stephanopolous](#)

E-mail notice of electronic filings for selected cases= on
Summary e-mail = on
Primary e-mail Address: ledfordk@aottd.uscourts.gov
Additional e-mail Address:

Figure 5

Bankruptcy Case Opening Procedure

This process shows the steps and screens required for the Attorney to open a bankruptcy case on CM/ECF. The case shown in this example is a Chapter 7, no asset, individual consumer.

- STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

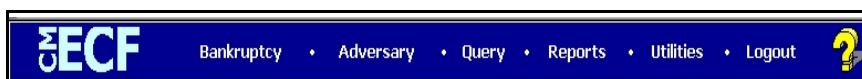


Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

- ◆ Click on the Open a BK Case hyperlink.
- ◆ Clicking on the (Help)  icon will display information about these categories. (See Figure 2a)

This feature is available throughout the CM/ECF application.

Bankruptcy Events	
Select one of the menu options available and subsequent screens will prompt you for the information required to:	
Answer/Response	File an answer, response, or reply to an existing motion/application in an existing bankruptcy case.
Appeal	File an appeal to an existing case.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing).
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket events (e.g., utility events) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors to an existing bankruptcy case, either individually or by uploading a creditor matrix. Also edit existing creditors' names and addresses.
File Claims	File a claim to an existing bankruptcy case.
Motions/Applications	File a motion or application to an existing bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to an existing bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to an existing bankruptcy case.
Other	File a miscellaneous document to an existing bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to an existing bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or the U.S. Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to manage his/her 341 meetings, by date.

Figure 2a

- ◆ To close the Help screen, click on the “X” control box in the upper right hand corner of the Help screen.

STEP 3 The **CASE DATA** screen will display statistical fields.
(See Figure 3.)

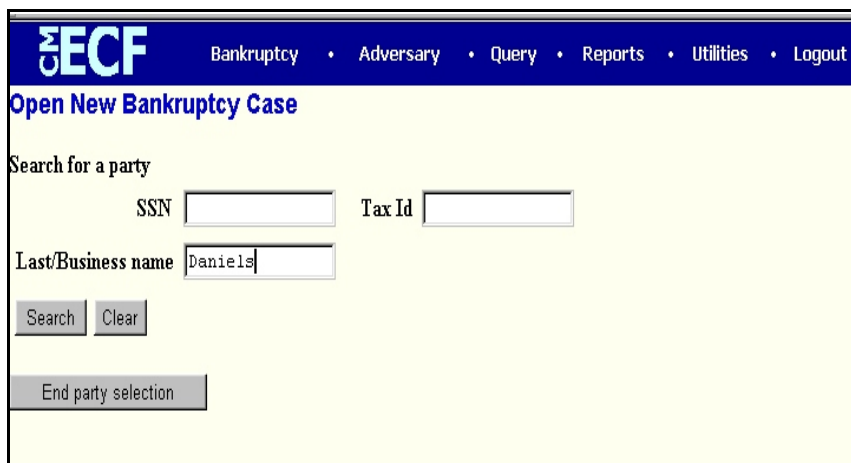
NOTE: In the Eastern/Western Districts of Arkansas the case number will not appear until the case has been submitted. The final confirmation will reflect the case number, debtors name, pleading number etc.. Upon viewing in queries it will show as: 1:01-bk-10048 (Division, Year, bk, case number assigned)



Figure 3

- ◆ The case number is generated automatically, skip this field.
- ◆ Select **Office** from the pick list or skip to accept the default.
- ◆ The current date is displayed in the **Date Filed** box.
 - To backdate this filing enter the correct date in the format mm/dd/yyyy or mm/dd/yy, including the forward slashes.
- ◆ Select the **Chapter** from the pick list box.
- ◆ The default value for **Joint** is **n** (no). For a Joint filing select **y** (yes).
- ◆ The **Case Type** always defaults to **bk**. There is no other option.
- ◆ The **Deficiency** box will always default to **n** (No). The deficiency will be docketed as a separate event after the case is open.
- ◆ When this screen is correct, click on the **[Next]** button to continue.

STEP 4 The **SEARCH FOR A PARTY** screen displays. (See Figure 4.)



The screenshot shows the 'Open New Bankruptcy Case' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title 'Open New Bankruptcy Case'. The main section is titled 'Search for a party' and contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. The 'Last/Business name' field contains the text 'Daniels'. Below these fields are two buttons: 'Search' and 'Clear'. At the bottom of the search section is a button labeled 'End party selection'.

Figure 4

- ◆ To prevent duplicate person records, a search of the database for the filer is recommended. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name. The system will respond faster if you use the SSN, TIN or Bar ID.
 - Enter the last name or the first few characters of the last name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- A question mark (?) represents a wild card for one character only.
- An asterisk (*) is a wild card for any number (or none) characters.
- The asterisk * should not be used by itself. It will search ALL records in the database and use unnecessary system resources.

- ◆ Enter the debtor's last name in the **Last/Business name** field and click on the **[Search]** button to continue.
- ◆ REMEMBER: This field is case "sensitive"

STEP 5 If there are no matches, the system will return a **No Person Found** message. (See Figure 5.)

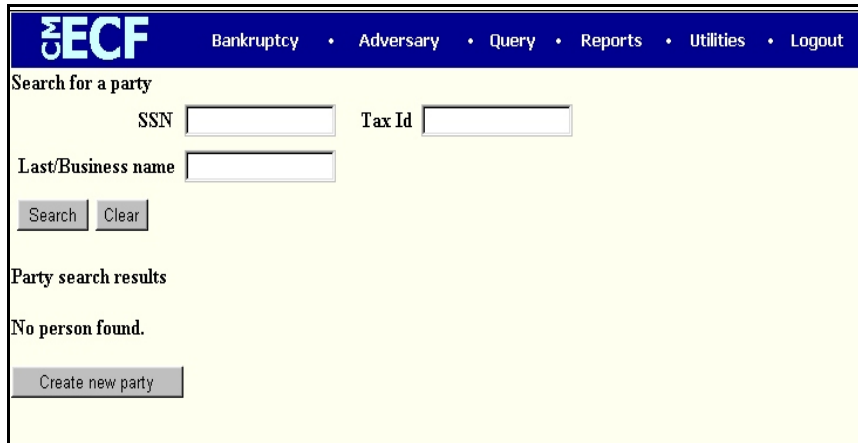
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header is a yellow search area. It contains the text "Search for a party" followed by input fields for "SSN" and "Tax Id". Below these is a "Last/Business name" input field. There are "Search" and "Clear" buttons. Underneath, it says "Party search results" and "No person found." At the bottom of the search area is a "Create new party" button.

Figure 5

- ◆ If the party is already on the database, select it by clicking on it with your mouse.
- ◆ If the party is not already on the database for this exercise, proceed to add the debtor by clicking the **[Create New Party]** button.

STEP 6 The **PARTY INFORMATION** screen displays. (See Figure 6.)

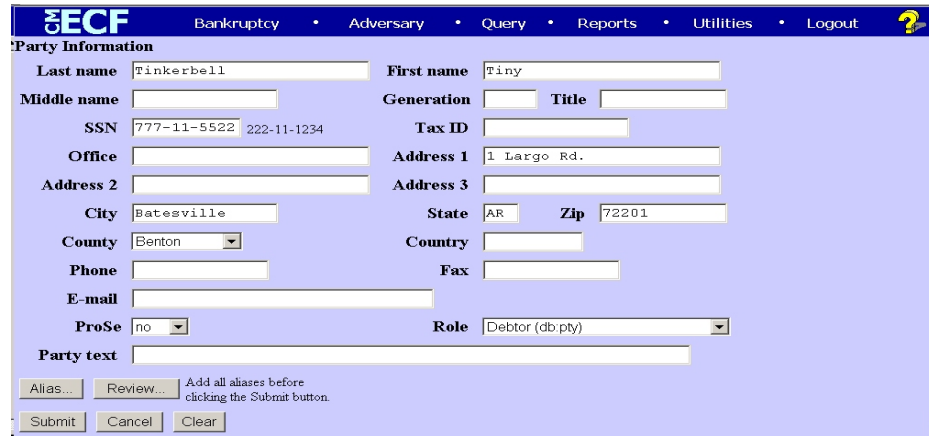


Figure 6

- ◆ Enter the debtors Name and **Address** information in the appropriate boxes.
 - ◆ Select the debtor's **County** of residence from the pick list.
- NOTE:** Type the first letter of the county name for a faster search.
- ◆ For this example, leave **pro se** as **no**.
- ◆ When adding a party, the **Role Type** always defaults to Debtor. To change the Role Type, expand the pick list by clicking on the down arrow and select the correct party role.
- ◆ Enter further descriptive text in the **Party Text** field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ If the party has an alias, click on the **[ALIAS]** button. If **NOT** continue with selection of attorney.

STEP 7 The **ALIAS** screen appears. (See Figure 7)

New Alias Information					
	Last/Business name	First name	Middle name	Generation	Role
1	Daniels	David			aka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and add more aliases, add attorneys, and submit all information for this party.

Figure 7

- ◆ You can enter up to 5 alias records on this screen. Alias Role selections include aka, dba, fdba, fka.
- ◆ Click on the **[Add aliases]** button.

NOTE: If the party has more than 5 aliases, click on the **[Alias]** button again and repeat the process as many times as needed.

STEP 8 The **PARTY INFORMATION** screen appears once more. (See Figure 8.)

Party Information

Last name: Tinkerbell First name: Tiny
 Middle name: Generation: Title:
 SSN: 777-11-5522 222-11-1234 Tax ID:
 Office: Address 1: 1 Largo Rd.
 Address 2: Address 3:
 City: Batesville State: AR Zip: 72201
 County: Benton Country:
 Phone: Fax:
 E-mail:
 ProSe: no Role: Debtor (db.py)
 Party text:

Add all aliases before clicking the Submit button.

Figure 8

- ◆ At any time, clicking on the **[Review]** button presents a screen summarizing the alias activity for this debtor. (See Figure 8b.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Attorney(s) added:

None added.

Alias(s) added:

☒ Tinkerbell, Tiny One (fka)

Return to Party screen Clear Uncheck to remove from list.

Figure 8b

- ◆ Verify the information.
- ◆ Click on the **[Return to Party Screen]** button to continue.

STEP 9 The **PARTY INFORMATION** screen will return again. (See Figure 9)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name Tinkerbell First name Tiny

Middle name Generation Title

SSN 777-11-5522 Tax ID 222-11-1234

Office Address 1 1 Largo Rd.

Address 2 Address 3

City Batesville State AR Zip 72201

Country Benton Country

Phone Fax

E-mail

ProSe no Role Debtor (db:pty)

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

Figure 9

- ◆ If you are finished adding information for this new party, click on the **[Submit]** button to continue with Case Opening.

NOTE: If this were a joint filing, a **JOINT DEBTOR PARTY** screen would appear next. (See **Figure 5** and continue process as new party.) The screen for search party for **JOINT party** will appear, continue process.

STEP 10 The **STATISTICAL DATA** screen appears next. (See **Figure 10**)

The screenshot shows the 'Open New Bankruptcy Case' screen. The 'STATISTICAL DATA' section is highlighted. It contains the following fields:

- Type of debtor:** Checkboxes for Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker.
- Fee status:** Dropdown menu set to 'Paid'.
- Nature of debt:** Dropdown menu set to 'consumer'.
- Voluntary:** Dropdown menu set to 'voluntary'.
- Origin:** Dropdown menu set to 'Original'.
- Asset notice:** Dropdown menu set to 'No'.
- Estimated number of creditors:** Dropdown menu set to '1-15'.
- Estimated assets:** Dropdown menu set to '\$0-\$50,000'.
- Estimated debts:** Dropdown menu set to '1 \$0-\$50,000'.
- Date split/transfer:** Empty text field.
- Buttons:** 'Next' and 'Clear' buttons at the bottom.

Figure 10

Select the **Type of Debtor** by clicking in the appropriate box(es).

- ◆ **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, choose **Installment** from the pick list. For this lesson, select **Installment**.
- ◆ Designate the **Type of Debtor** as Consumer or Business.
- ◆ The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list.
- ◆ Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this is the first filing; the default value of Original is correct.

If a value other than Original is selected, the user will be presented with another pick list on the following screen.

- ◆ **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district.
- ◆ Choose **Y** (yes) or **N** (no) for **Asset notice** designation.
- ◆ Select the range of **Estimated Creditors** from the pick list.
 - 1 - 15
 - 16 - 49
 - 50 - 99
 - 100 - 199
 - 200 - 999
 - 1,000 - over
- ◆ Select the correct dollar range for **Estimated Assets**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million
- ◆ Select the correct dollar range for **Estimated Debts**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million
- ◆ Click **[Next]** to continue.

STEP 11 The **PDF DOCUMENT SELECTION** screen appears.
(See Figure 11)

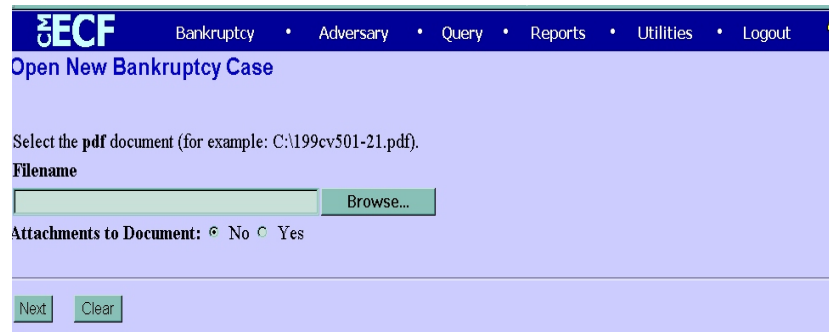


Figure 11

- ◆ To associate an imaged document to this entry follow these steps:
 - Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and highlight it with your mouse. (See **Figure 11a**.)

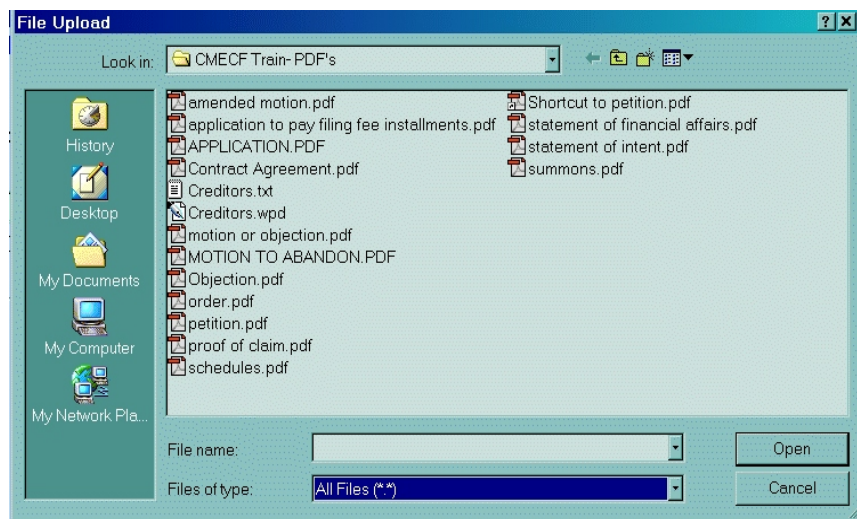


Figure 11a

- To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (See **Figure 11b**)

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

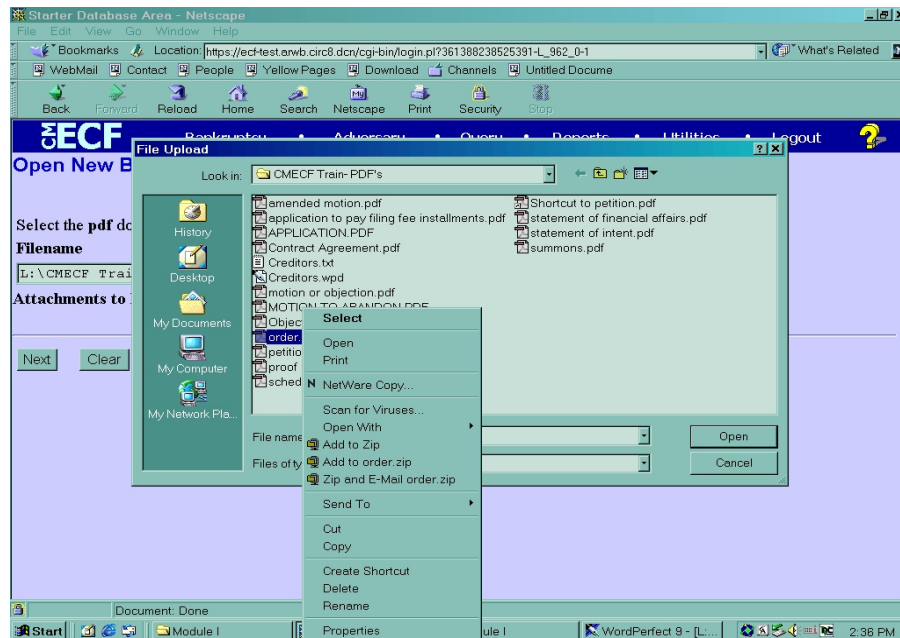


Figure 11b

- Close or minimize the Adobe application and if that is the correct file, click Open on the File dialogue box.
- ◆ There will be no attachments in this exercise. Attachments will be covered in another lesson. Therefore, leave the radio button indicating **No**.
- ◆ Click **[Next]** to continue.

STEP 12 The DOCKET TEXT screen displays. (See Figure 12)

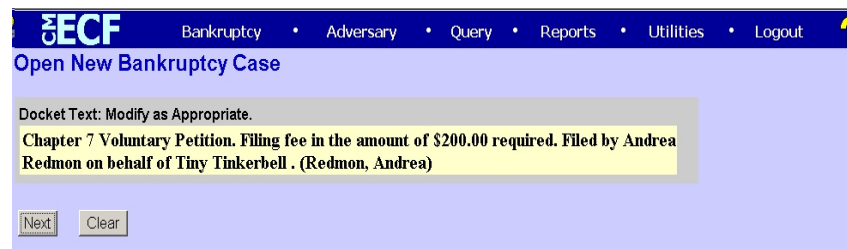


Figure 12

- ◆ Confirm that all is correct, click on **Next** to continue

STEP 13 The FINAL TEXT SCREEN DISPLAYS, THIS IS YOUR LAST WARNING BEFORE SUBMITTING THIS TRANSACTION. (See Figure 13)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition. Filing fee in the amount of \$200.00 required. Filed by Andrea Redmon on behalf of Tiny Tinkerbell. (Redmon, Andrea)

Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Figure 13

- ◆ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click on the **[Next]** button to continue.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen is then generated. (See Figure 14)

The screenshot displays the CM/ECF system interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open New Bankruptcy Case". A link for "Notice of Bankruptcy Case Filing" is present. The main content area states that a transaction was received from Redmon, Andrea on 11/1/2001 at 3:21 PM CST. It lists the Case Name as "Tiny Tinkerbell", the Case Number as "1:01-bk-10780", and the Document Number as "1". A "Docket Text" section describes the filing as a Chapter 7 Voluntary Petition with a \$200.00 filing fee, filed by Andrea Redmon on behalf of Tiny Tinkerbell. Below this, it states that the following document(s) are associated with the transaction. The document description is "Main Document" with the original filename "L:/CMECF Train- PDF's/petition.pdf". An "Electronic document Stamp" is provided, containing a long alphanumeric string and a date of 11/1/2001.

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Redmon, Andrea on 11/1/2001 at 3:21 PM CST

Case Name: Tiny Tinkerbell
Case Number: [1:01-bk-10780](#)
Document Number: [1](#)

Docket Text:
Chapter 7 Voluntary Petition. Filing fee in the amount of \$200.00 required. Filed by Andrea Redmon on behalf of Tiny Tinkerbell. (Redmon, Andrea)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:L:/CMECF Train- PDF's/petition.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=990647545 [Date=11/1/2001] [FileNumber=12925-0] [1a6902086901978e34bc97effc3d6c312748a803e02edf62f395a8199279d4859fa38fe963546a14da2786cc092614762f3886a3d87c132c8f8fadc4b303aa57]]

Figure 14

- ◆ **The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document. Future access to this notice is available from a docket sheet, a query or the calendar, or the Events Calendar.**

This certification was created in addition to the standard electronic notice. It also displays the debtor(s), attorney, trustee, case number, file date of the case opening information. (See Figure 14a)

NOTE: It can be used as an official notice of stay to stop foreclosures and other creditor actions. It can be saved or printed at the time of filing.

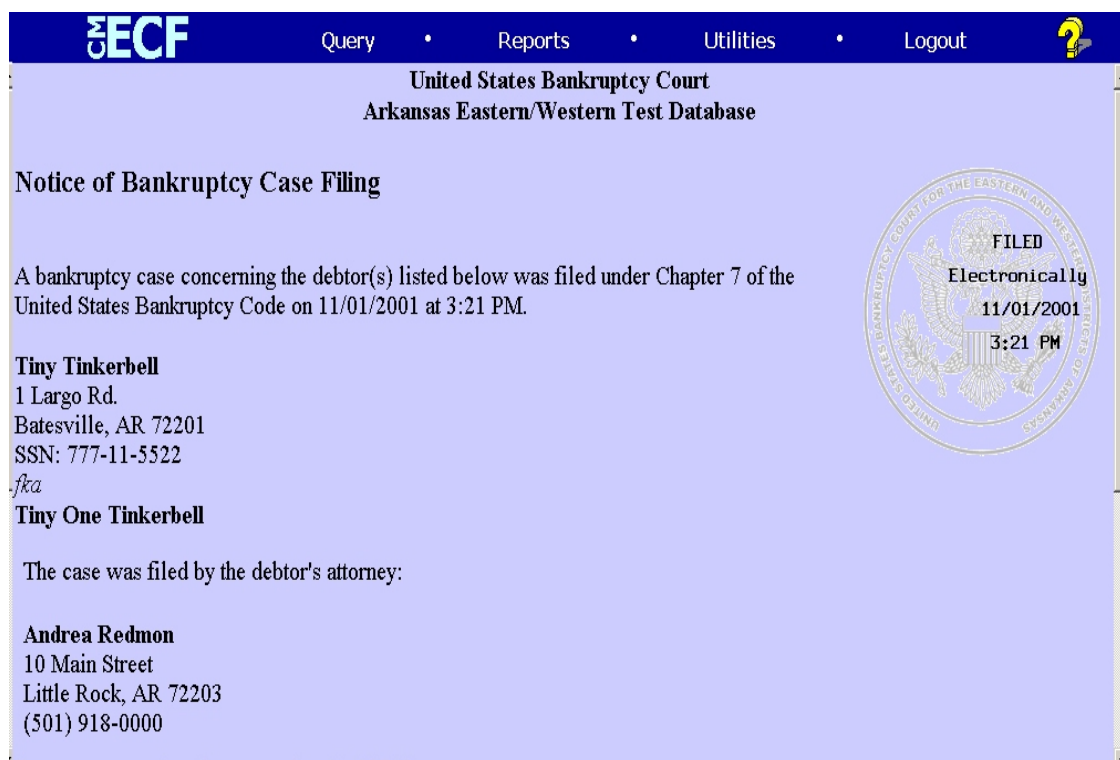


Figure 14a

The [Notice of Bankruptcy Case Filing](#) hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.

NOTE: The time of day, as well as filing, will print on the seal when an attorney files the petition.

- ◆ Clicking on the Case Number hyperlink ([01-10078](#)) of the Notice of Electronic Filing will allow you to generate a docket report for this case.
- ◆ To print a copy of this notice, click the browser [Print] icon.
- ◆ To save a copy of this receipt, click [File] on the browser menu bar and select Save Frame As.
- ◆ This certification is available for future viewing and printing from the Query module.
- ◆ To print a copy of this notice, click the browser [Print] icon.
- ◆ To save a copy of this receipt, click [File] and Save As on the browser menu.
- ◆ Trustee and Attorney users will have access to the Notice of Electronic Filing at the time of their filing. Subsequent access to any Query or Report programs, including the Notice of Electronic Filing, must go through the PACER system. (See Figure 16)
- ◆ When an attorney or other external filers selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. (See Figure 16)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Figure 16

Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.

When a copy of the Notice of Electronic Filing is mailed to each subscriber on the case, the following message will display at the top of the notice:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Uploading a List of Creditors

A List of Creditors contains the names and addresses of creditors. This information is used for noticing. The List of Creditors must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

- STEP 1** After accessing the CM/ECF system using the Netscape Navigator or Internet Explorer web browser, click on the Bankruptcy hypertext link. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the Creditor Maintenance hyperlink.

- STEP 3** The **CREDITOR MAINTENANCE** screen displays. (See Figure 3.)

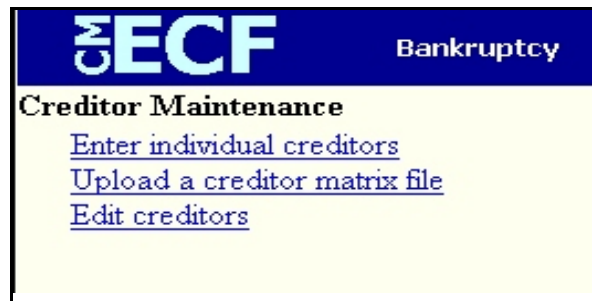


Figure 3

- ◆ Click on Upload a creditor matrix file hyperlink.

STEP 4 The case verification screen appears, confirm and click next.
(See Figure 4)

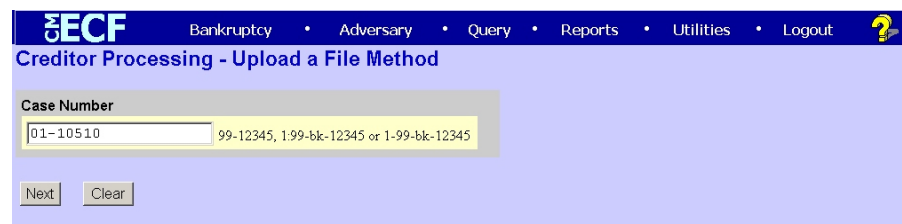


Figure 4

STEP 5 The **UPLOAD A FILE** screen displays. (See Figure 5.)




Figure 5

- ◆ Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter

the correct number.

- ◆ Click the **[Next]** button to continue.

STEP 6 The **LOAD CREDITOR INFORMATION** screen will display. (See Figure 6)

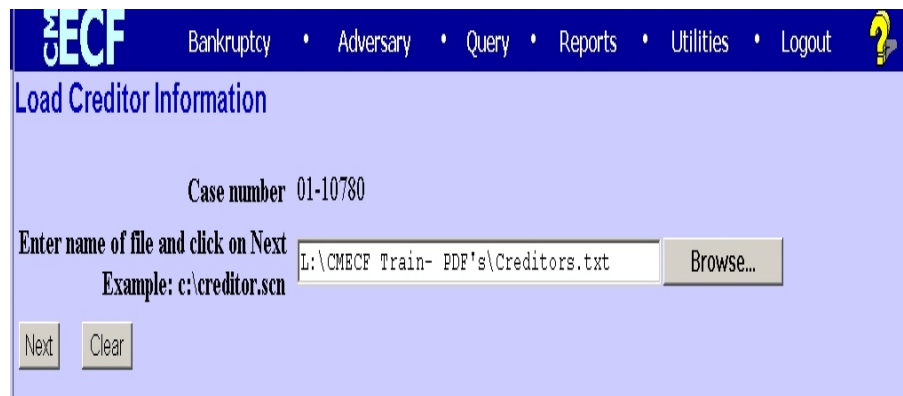


Figure 6

There are two methods to enter the directory and file name of the List of Creditors.

- ◆ Type in the full path of the directory and filename of the List of Creditors file. Or, alternatively,
- ◆ Use the Browse feature to navigate to the appropriate directory and file of the List of Creditors file. To do this:
 - Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
 - Click in the **Look In** box and select the appropriate drive name.
 - Change **Files of types:** to Text (*.txt) or All Files.
 - Highlight the appropriate text file with a click of the mouse.
 - For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b.)

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"**

in the upper right-hand corner.

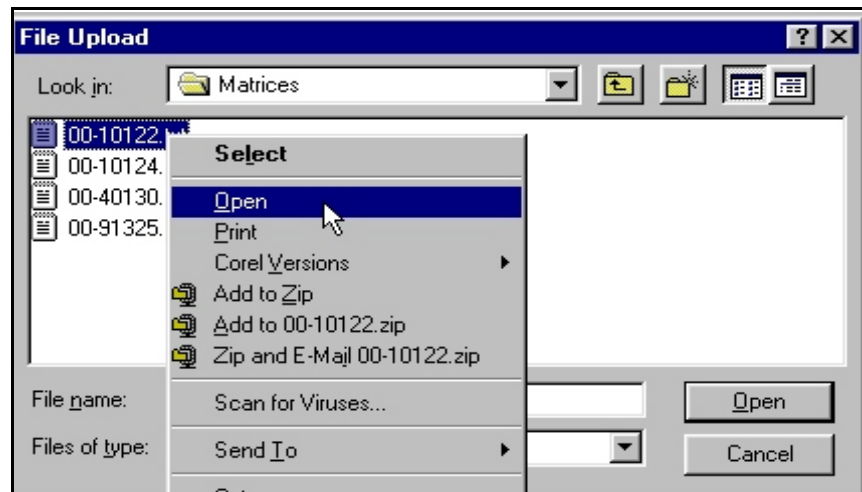


Figure 6a

- If correct, double-click the .txt file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

- ◆ Click on the **[Next]** button to continue.

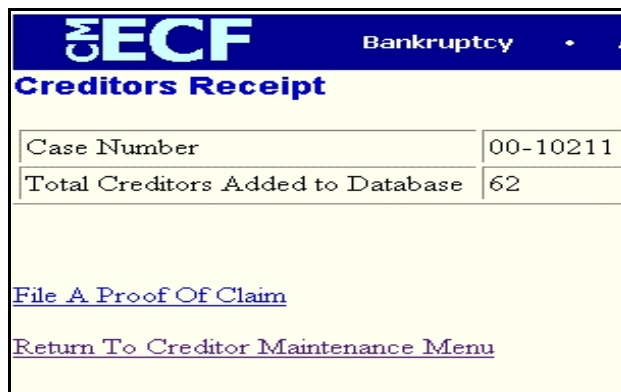
STEP 7 The **TOTAL CREDITORS ENTERED** screen appears.
(See Figure 7.)



Figure 7

- ◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- ◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 8 The **CREDITOR RECEIPT** screen displays. (See Figure 8.)



Creditors Receipt	
Case Number	00-10211
Total Creditors Added to Database	62

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 8

- ◆ The information displayed confirms the number of creditors added to the case.

STEP 9 Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each List of Creditors. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

To view listing of creditors:

STEP 10 Select Query from the Main Menu Bar

NOTE: The Login for Pacer will appear, type in your Login, Password, client code and continue to the next step.



ECF PACER Login Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

- STEP 11** Type in the case number and select "RUN QUERY". The Query screen will appear.
- STEP 12** Select Creditors Hyperlink, the creditors selection screen will appear.
- STEP 13** Select creditors for creditor type and click "RUN QUERY". The listing of creditors will appear.

Application To Pay Filing Fees in Installments

This lesson explains how to docket an application to pay filing fees in installments using the electronic case filing system (CM/ECF).

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)

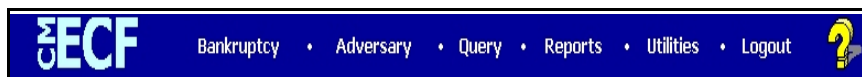


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Motions/Applications hyperlink.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)

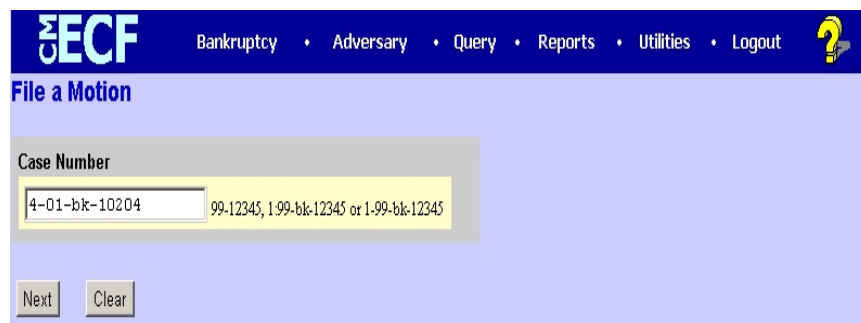


Figure 3

- ◆ Enter the correct case number (yy-nnnnn) including the hyphen. Click **[Next]**.

STEP 4 The **MOTION SELECTION** screen displays. (See Figure 4.)



Figure 4

- ◆ Scroll down to display the order Pay Filing Fees in Installments event.
- ◆ Highlight the event and Click **[Next]** to continue.

STEP 5 The **ATTORNEY JOINT FILING** screen displays. Click **[Next]** to continue.

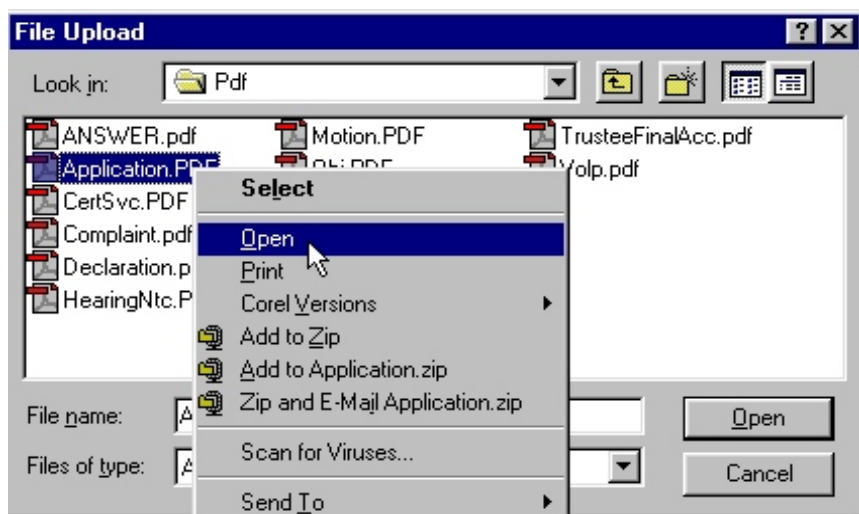
STEP 6 The **SELECT PARTY** screen displays. Highlight the party/debtor the application is being filed on behalf of and click **[Next]** to continue.. (See figure 6)



Figure 6

STEP 7 The **PDF DOCUMENT** screen displays. (See Figure 7a.)**Figure 7a****STEP 8**

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (See Figure 7b.)

**Figure 7b**

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the

correct file and click **Open** on the File Upload dialogue box.
(See Figure 7c.)

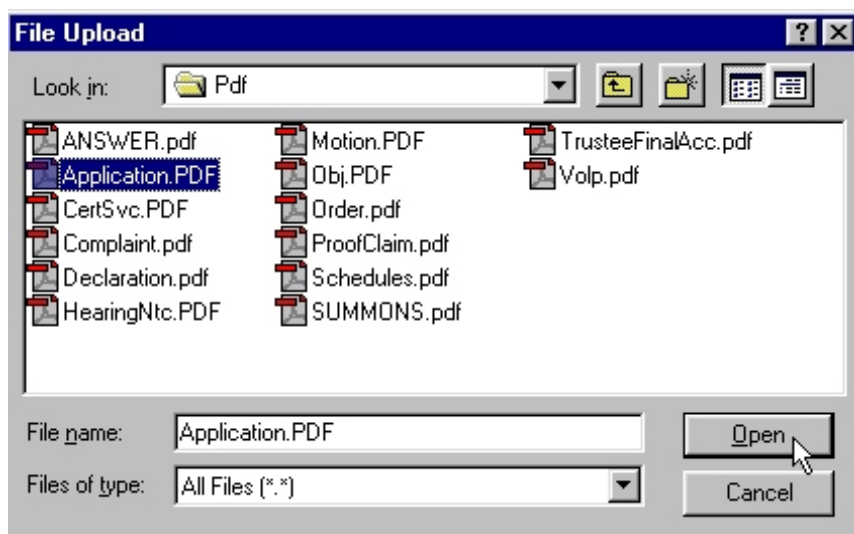


Figure 7c

- ◆ Click **[Next]**.

STEP 9 The **LINKING** screen displays (See Figure 10.)

Figure 9

This application should not refer to an existing document in the case (**do not check this box at this time**).

- ◆ Click **[Next]** to continue.

STEP 10 The **FINAL TEXT EDITING** screen will then display.
(See Figure 10.)

Figure 10

- ◆ Review the docket text carefully and ensure the information is correct.
- ◆ Use the pre-fix box to add more information if appropriate.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

- ◆ If the information displayed in the docket text is correct, click **[Next]** to continue.
- ◆ The **FINAL WARNING** text screen will appear, click **[Next]** to continue.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 11.)

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

Application To Employ For Attorneys

This lesson shows the steps of submitting an Application to Employ filed by an attorney. The same process can be applied to filing other motions or applications.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)

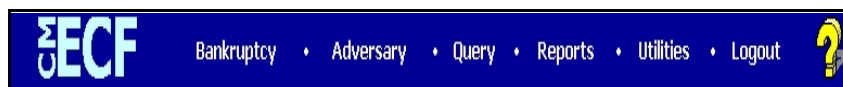


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Motions/Applications hyperlink.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)



Figure 3

- ◆ Enter the case number in YY-NNNNN format.

- ◆ Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4.)



Figure 4

- ◆ Scroll the **File a Motion** box to select the Employ relief.

NOTE: To locate your event quickly, type the first letter of the entry (*E* for Employ) and the highlight bar will immediately select the first event beginning with E.

- ◆ Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display. (See Figure 5.)



Figure 5

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click **[Next]**.

- STEP 6** The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "4:01-bk-10896 Julie Ann Yellowbird". The main content area is light blue. Under the heading "Select the Party:", there is a text box containing "Yellowbird, Julie Ann (pty/db)" and a link "Add/Create New Party". Below the text box are "Next" and "Clear" buttons.

Figure 6

- ◆ Locate and select the party you are filing on behalf of in the **Party Selection** window. Click **[Next]** to continue.

- STEP 7** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a.)

The screenshot shows the ECF interface for the "File a Motion:" screen. The case number "4:01-bk-10896 Julie Ann Yellowbird" is displayed. The main content area is light blue. Under the heading "Select the pdf document (for example: C:\199cv501-21.pdf).", there is a "Filename" label and a text box. To the right of the text box is a "Browse..." button. Below the text box, there is a label "Attachments to Document:" followed by radio buttons for "No" and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 7a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b.)

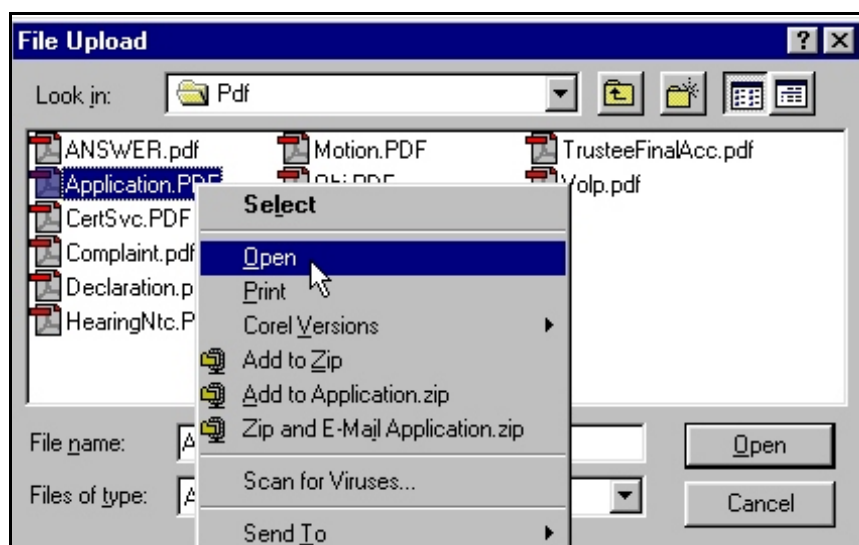


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See Figure 7c.)

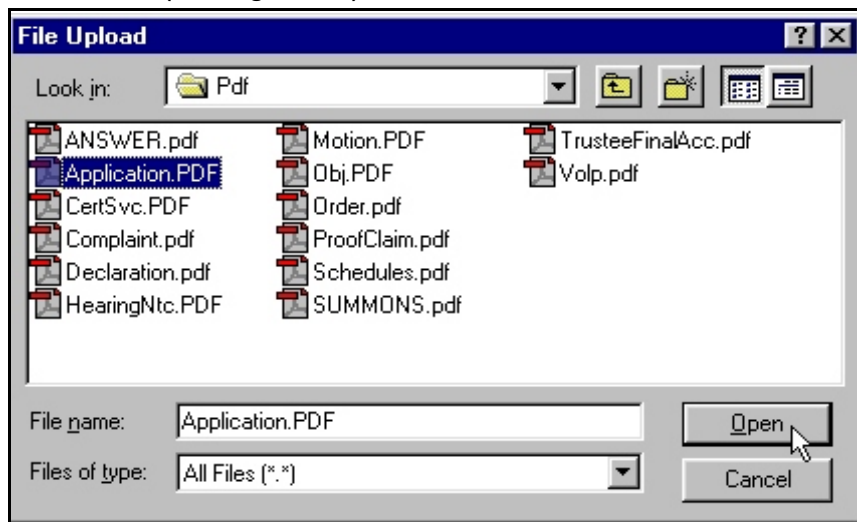


Figure 7c

- ◆ To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach additional

supporting documents to the motion.* (Refer again to Figure 7a.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Next]** to continue with the attachment process.

STEP 8 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 8.)

File a Motion:
[4:01-bk-10896 Julie Ann Yellowbird](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename
L:\CM/ECF Train-PDFs\Contract Agree Browse...

2) At your option, select a document type and/or enter a description.

Type	Description
Affidavit	from Accountant

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
Remove from List
Next

Figure 8

◆ There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Double-click the PDF file to select it.

- Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “x” in the control box in the upper right hand corner of the PDF document.
2. Select **Affidavit** as the attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A “ to signify this is Exhibit A. This description goes into docket text.
 3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..

◆ Click **[Next]**.

STEP 9 A **DOCUMENT INFORMATION** screen displays next.
(See Figure 9.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
4:01-bk-10896 Julie Ann Yellowbird

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Enter Name of Person to be Employed Andy Lee

Enter Type of Position Accountant

Next Clear

Figure 9

- ◆ The information typed in the windows displayed above will appear in docket text.
- ◆ Click **[Next]** to continue.

- STEP 10** The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.
(See Figure 10.)

Figure 10

- Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- Click **[Next]** to continue.

- STEP 11** The **FINAL APPROVAL** screen will appear. (See Figure 11.)

Figure 11

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If correct, click **[Next]**

- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event..
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 12.)



Figure 12

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the application just filed.

Multi-Part Motions

For Attorneys

This lesson explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection with an attached exhibit.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2.



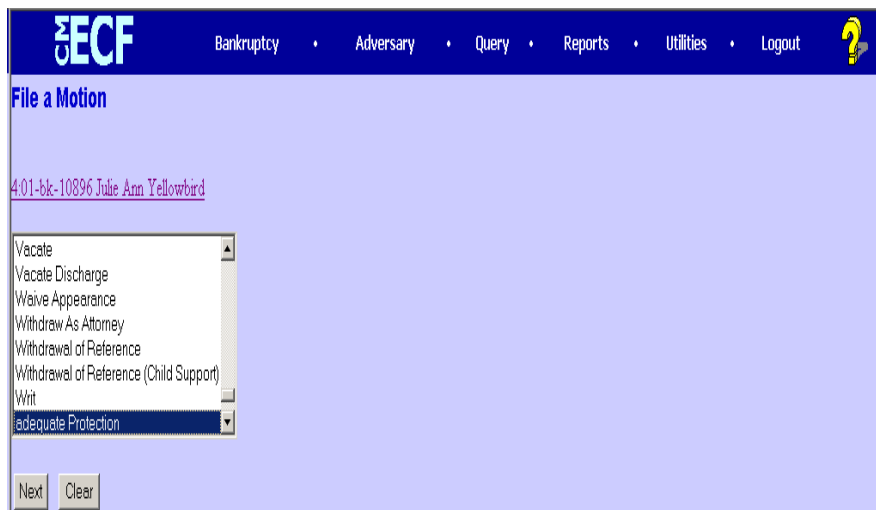
Figure 2

- ◆ Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title 'File a Motion' is displayed. The main content area has a light blue background. A 'Case Number' label is positioned above a text input field. The input field contains '01-10896' and has a yellow tooltip that reads '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are 'Next' and 'Clear' buttons.**Figure 3**

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)The screenshot shows the 'File a Motion' screen in the CM/ECF system. The page title 'File a Motion' is displayed. Below it, the case number '4:01-bk-10896 Julie Ann Yellowbird' is shown. A dropdown menu is open, displaying a list of document types: Vacate, Vacate Discharge, Waive Appearance, Withdraw As Attorney, Withdrawal of Reference, Withdrawal of Reference (Child Support), Writ, and Adequate Protection. The 'Adequate Protection' option is highlighted. Below the dropdown menu are 'Next' and 'Clear' buttons.**Figure 4**

- ◆ Click to highlight adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the page title is 'File a Motion:'. Underneath, the case number '4:01-bk-10896 Julie Ann Yellowbird' is displayed in purple. A checkbox labeled 'Joint filing with other attorney(s)' is present and unchecked. At the bottom of the form area are two buttons: 'Next' and 'Clear'.**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)The screenshot shows the ECF system interface for the 'Select the Party' screen. It features the same blue navigation bar as Figure 5. The page title is 'File a Motion:'. The case number '4:01-bk-10896 Julie Ann Yellowbird' is shown in purple. Below this, the text 'Select the Party:' is displayed. A text box contains the entry 'Yellowbird, Julie Ann [pty.db]'. To the right of the text box is a purple hyperlink labeled 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.**Figure 6**

- ◆ In this example, the creditor is Friendly Finance. Since the party, Friendly Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

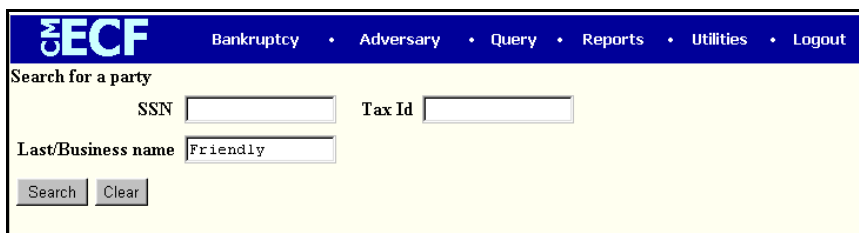


Figure 7

- ◆ Enter the first part of the business name and click **[Search]**.

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8.)

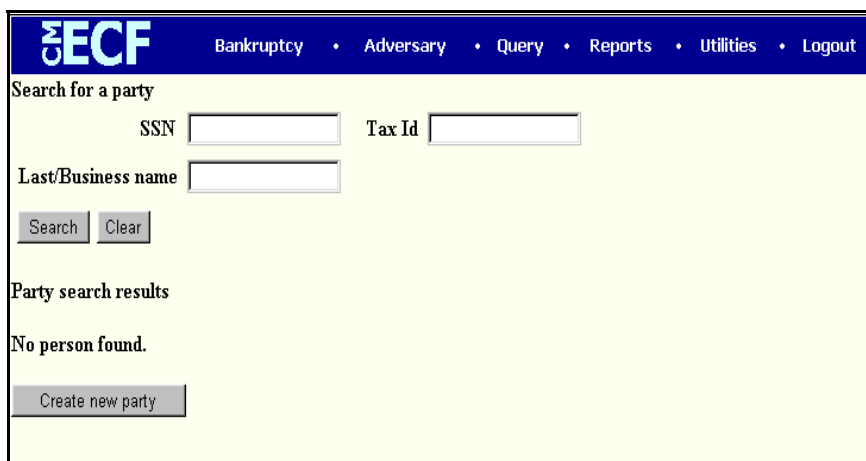


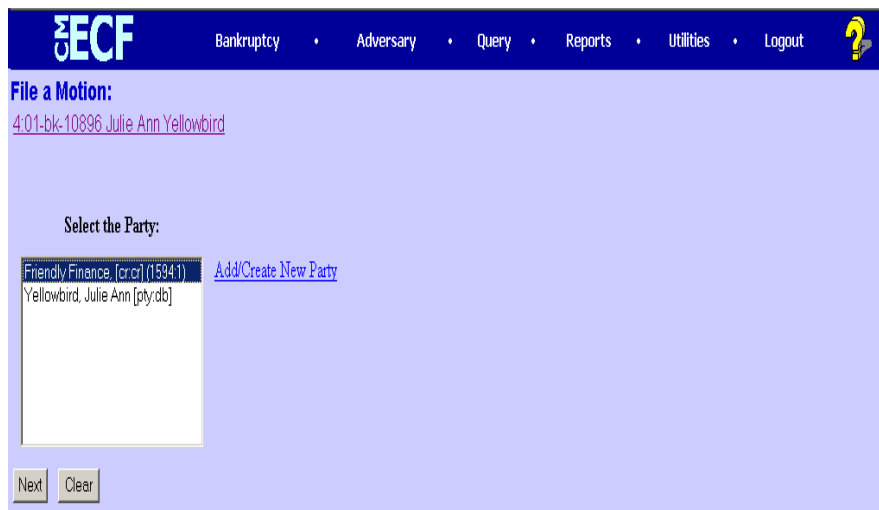
Figure 8

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click **[Create New Party]**.

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy.
- ◆ Leave *pro se* as **no**.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click **[Submit]**.

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[4:01-bk-10896 Julie Ann Yellowbird](#)

Select the Party:

Friendly Finance, (cr:cr) (15941) [Add/Create New Party](#)
Yellowbird, Julie Ann (pty:db)

Next Clear

Figure 10

- ◆ The new creditor's name, Friendly Finance, is highlighted.
- ◆ Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[4:01-bk-10896 Julie Ann Yellowbird](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Friendly Finance, (cr:cr) represented by Thomas, A. (aty)

Next Clear

Figure 11

- ◆ Click the box to establish the association between you and the Creditor, or in this case Friendly Finance.
- ◆ Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12a.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled "File a Motion:" with a link "4:01-bk-10896 Julie Ann Yellowbird". The main area contains instructions: "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label followed by a text input field containing "L:\CM/ECF Train-PDFs\motion or obje" and a "Browse..." button. Below this is a radio button group for "Attachments to Document:" with "No" selected and "Yes" as an option. At the bottom are "Next" and "Clear" buttons.

Figure 12a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

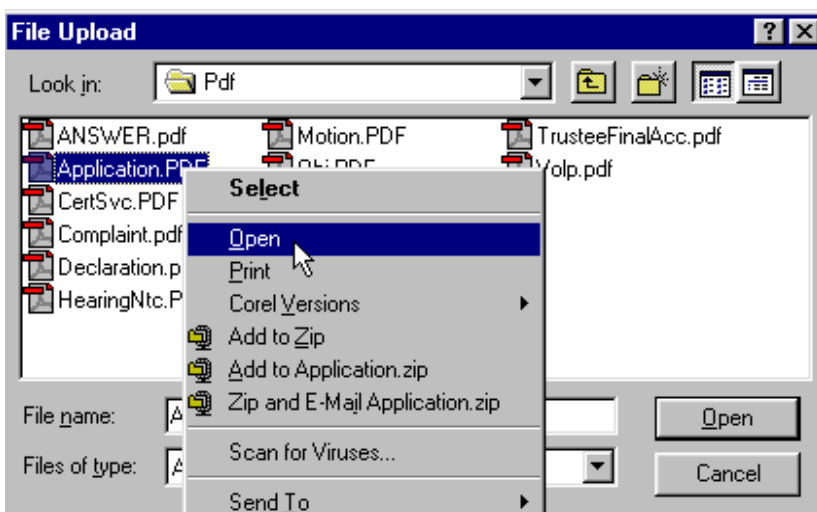


Figure 12b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

(See Figure 12c.)

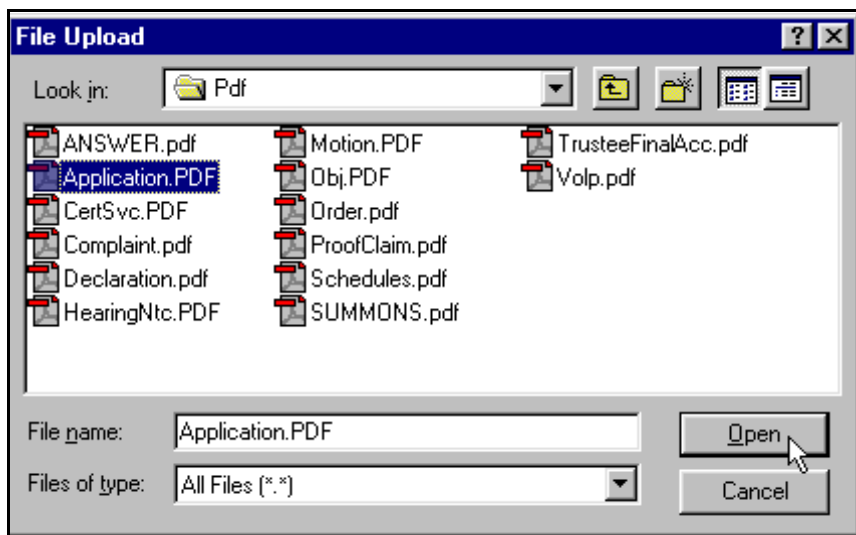


Figure 12c

- ◆ To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the exhibit to the motion. This exercise will show the process of an attached exhibit.
- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the exhibit.
- ◆ Click **[Next]**.

STEP 13

When you click the **yes** radio button, the **ATTACHMENT** screen displays. (See Figure 13a.)

- ◆ Please note

that the PDF file of the motion is not an **attachment**. An **attachment** is another supporting document, such as supporting affidavits, exhibits, etc.

which are defined by each court.

- ◆ An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file for the exhibit is located.
- ◆ Double-click the PDF file to select it.
- ◆ Highlight **Exhibit** in the **Type** pick list.
- ◆ Enter detail concerning the attachment in the **Description Box**. Follow your local court procedures for use of the **Description Box**.
- ◆ Click **[Add to List]** and the path and file name are added to the **List box**. (See Figure 13b.)

Figure 13b

- ◆ Click **[Next]**.

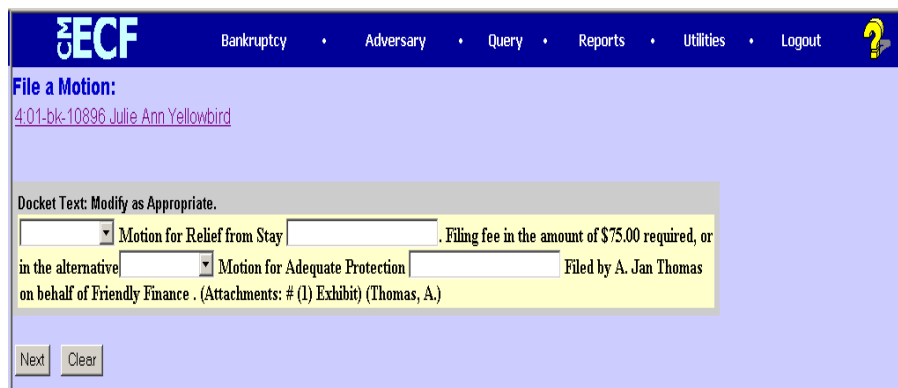
The screenshot shows the 'File a Motion' page for case 4:01-bk-10896-Julie Ann Yellowbird. It includes instructions for selecting attachments, a 'Filename' input field with a 'Browse...' button, a 'Type' dropdown menu, a 'Description' input field, and a list box containing 'L:\CM/ECF Train-PDF's\Contract Agreement.pdf'. Buttons for 'Add to List', 'Remove from List', and 'Next' are also visible.

STEP 14 The **DOCUMENT LINKING** screen appear. (See figure 14)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by the case number '4:01-bk-10896 Julie Ann Yellowbird'. A checkbox is present with the text 'Does this filing refer to an existing document in this case? (If yes, click on the box)'. Below this is a note: 'NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.' At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 14

- ◆ If appropriate, select the existing document box and click next.

STEP 15 The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)

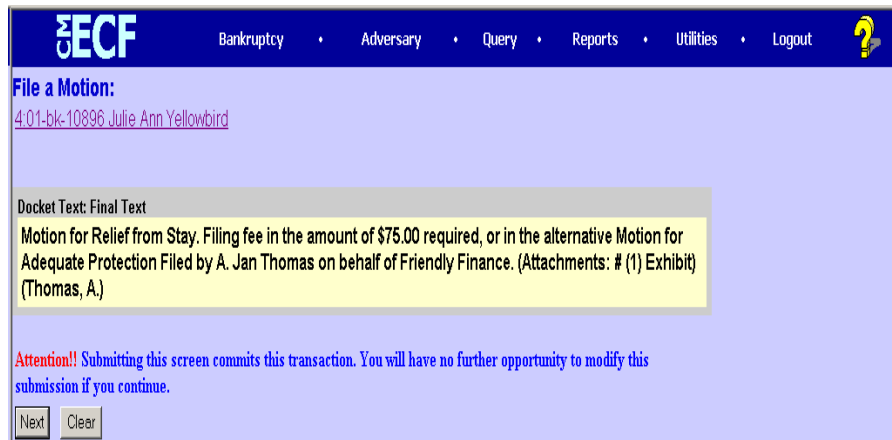
The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by the case number '4:01-bk-10896 Julie Ann Yellowbird'. A section titled 'Docket Text: Modify as Appropriate.' contains a form with two dropdown menus. The first dropdown is set to 'Motion for Relief from Stay' and the second is set to 'Motion for Adequate Protection'. The text 'Filing fee in the amount of \$75.00 required, or in the alternative' is between the dropdowns. Below the dropdowns, it says 'Filed by A. Jan Thomas on behalf of Friendly Finance . (Attachments: # (1) Exhibit) (Thomas, A.)'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 15

- ◆ If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- ◆ Click **[Next]** to continue.

STEP 16 The **FINAL TEXT EDITING** screen displays. (See Figure 16.)

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case.



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by the case identifier '4:01-bk-10896 Julie Ann Yellowbird'. The main content area has a light blue background. A yellow box highlights the 'Docket Text: Final Text' field, which contains the text: 'Motion for Relief from Stay. Filing fee in the amount of \$75.00 required, or in the alternative Motion for Adequate Protection Filed by A. Jan Thomas on behalf of Friendly Finance. (Attachments: # (1) Exhibit) (Thomas, A.)'. Below this box, a red 'Attention!!' warning states: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 16

- ◆ If correct, click **[Next]**
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 17 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. (See Figure 17.)

File a Motion:
[4:01-bk-10896 Julie Ann Yellowbird](#)

Notice of Electronic Filing

The following transaction was received from Thomas, A. Jan on 11/19/2001 at 11:29 AM CST

Case Name: Julie Ann Yellowbird
 Case Number: [4:01-bk-10896](#)
 Document Number: [4](#)

Docket Text:
 Motion for Relief from Stay. Filing fee in the amount of \$75.00 required, or in the alternative Motion for Adequate Protection Filed by A. Jan Thomas on behalf of Friendly Finance. (Attachments: # (1) Exhibit) (Thomas, A.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:L:/CMECF Train- PDF's/motion or objection.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=990647545 [Date=11/19/2001] [FileNumber=17227-0]
 [6a27a0ce7865e5540e789c60f461fcea8473dbd36f6bbdc73cb23977a8127c98cd8a
 f471f7561fe09d76c1b0b98614fac2c6a940df1094513cb10523651a9b2]]

Document description:Exhibit
Original filename:L:/CMECF Train- PDF's/Contract Agreement.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=990647545 [Date=11/19/2001] [FileNumber=17227-1]

Figure 17

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Multi-Part Motion

In CM/ECF, a motion or application may be entered with more than one relief type. The example in this exercise is a Creditor's Motion for Abandonment, for Relief from Stay, or, alternatively, to Dismiss Case.

- STEP 1** Click on Bankruptcy from the ECF main menu. From the list of Bankruptcy Events, select **Motions/Applications** (See Figure 1).



Figure 1

- STEP 2** The **CASE NUMBER** screen will appear. (See Figure 2.)

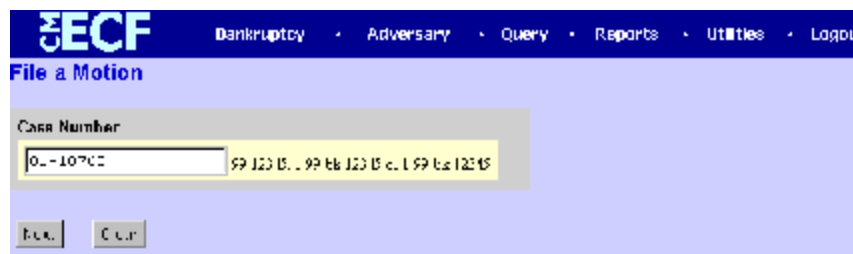


Figure 2

- ◆ Enter the case number in YY-NNNNN format, including the hyphen.
- ◆ Click on the **[Next]** button to continue.
- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click on the Netscape **Back** button to re-enter the case number.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 3 The **EVENT TYPE** screen will appear. (See Figure 3a.)



Figure 3

Use the ▼ arrow to the right of the box to scroll through the event list to select the documents to be filed. Click to highlight the first type, **Abandon**. Holding down the **Ctrl** key, find and click on **Relief from Stay** and **Dismiss Case**. Release the **Ctrl** key. Scroll through and make sure that the relief type(s) chosen are correct. Click on the **[Next]** button to continue.

- STEP 4** The joint filing screen appears (**See Figure 4**). If this motion is filed joint with another attorney or attorneys, you would click the checkbox and be given an opportunity to select the attorney(s) and party(ies). For this exercise, leave this box unchecked, and Click **Next**.

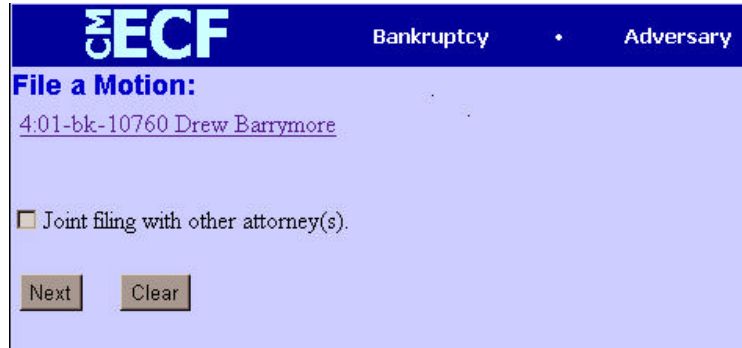
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo on the left and the words 'Bankruptcy' and 'Adversary' on the right. Below the header, the text 'File a Motion:' is displayed in blue. Underneath, the case number '4:01-bk-10760 Drew Barrymore' is shown in purple. A checkbox labeled 'Joint filing with other attorney(s)' is present and is currently unchecked. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 4

- STEP 5** The party selection screen appears. Highlight the name of the party on whose behalf you are filing the motion. If the party is not listed, select **Add/Create New Party**.

The screenshot shows the ECF interface with the 'File a Motion:' section. The case number '4:01-bk-10760 Drew Barrymore' is displayed in purple. Below this, the text 'Select the Party:' is shown. A dropdown menu is open, displaying a list of names: 'Barrymore, Drew [tr:3b]', 'Lee, John T. [tr:tr]', and 'Ramsay, Richard Louis [tr:tr]'. To the right of the dropdown menu, there is a link that says 'Add/Create New Party'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 5

- STEP 6** The party search screen appears. Enter a search clue in the Last/Business name field, either the name or any part of the name (see Figure 6).

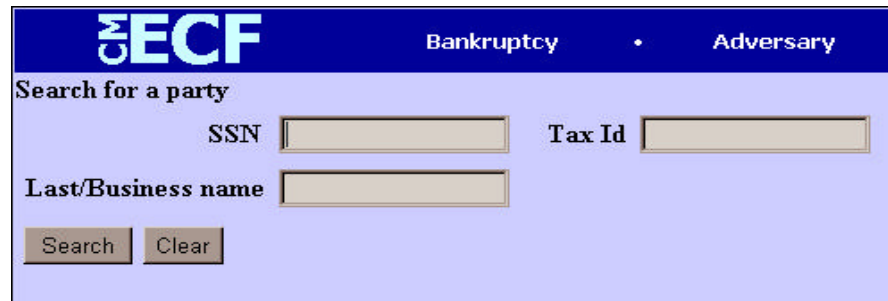
The screenshot shows the ECF Bankruptcy Adversary search interface. At the top, there is a blue header with the ECF logo and the text "Bankruptcy" and "Adversary". Below the header, the text "Search for a party" is displayed. There are three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field is the largest and is positioned below the other two. At the bottom of the search area, there are two buttons: "Search" and "Clear".

Figure 6

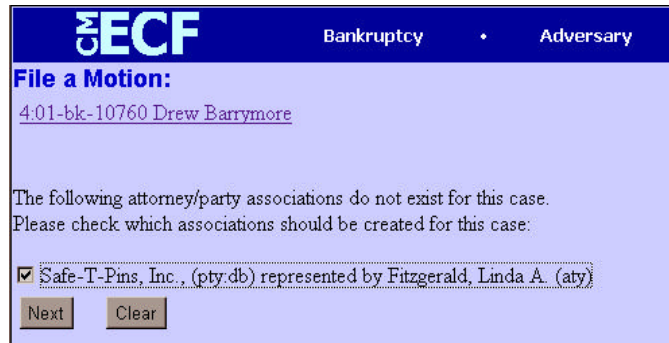
- ◆ If the party appears in the selection box, highlight the party name and click **Select name from list**. If the exact party filer does not appear, click **Create New Party**, enter party data and click **Submit**. Repeat for additional parties, if necessary.

- STEP 7** Highlight the party filer(s) in the party selection screen (see Figure 7). Click **NEXT**.

The screenshot shows the ECF Bankruptcy Adversary party selection interface. At the top, there is a blue header with the ECF logo and the text "Bankruptcy" and "Adversary". Below the header, the text "File a Motion:" is displayed. Underneath, there is a link "4:01-bk-10760 Drew Barrymore". The main section is titled "Select the Party:". Below this title is a list box containing the following entries: "Safe-T-Pins, Inc., [pty:db] (2192:1)", "Barrymore, Drew [pty:db]", "Lee, John T. [tr:tr]", and "Ramsay, Richard Louis [tr:tr]". To the right of the list box is a link "Add/Create New Party". At the bottom of the selection area, there are two buttons: "Next" and "Clear".

Figure 7

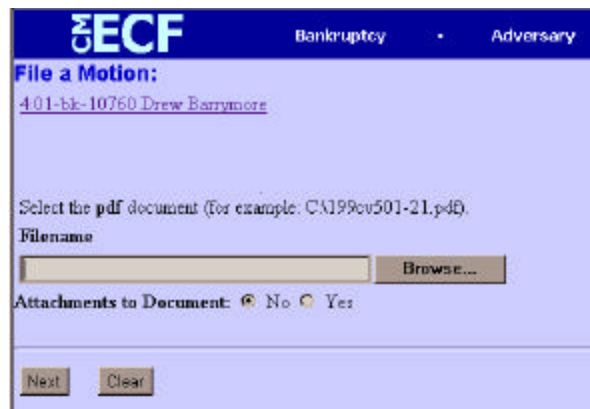
- STEP 8** If a party or parties were added, the attorney association screen will appear (**see Figure 8**). Click the checkbox(es) to create the association between party and attorney. Click **Next**.



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a blue header with the ECF logo and tabs for 'Bankruptcy' and 'Adversary'. Below the header, the text 'File a Motion:' is followed by the case number '4:01-bk-10760 Drew Barrymore'. A message states: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this, there is a list of associations with a checkbox next to each. The first association, 'Safe-T-Pins, Inc., (pty.db) represented by Fitzgerald, Linda A. (aty)', is checked. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 8

- STEP 9** The PDF document selection screen appears. (**See Figure 9a**).



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a blue header with the ECF logo and tabs for 'Bankruptcy' and 'Adversary'. Below the header, the text 'File a Motion:' is followed by the case number '4:01-bk-10760 Drew Barrymore'. A message states: 'Select the pdf document (for example: CM199cv501-21.pdf)'. Below this, there is a 'Filename' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field, there is a label 'Attachments to Document:' followed by radio buttons for 'No' and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 9a

- ◆ Click on **BROWSE**, then navigate to the directory where the appropriate PDF file is located and highlight it with your mouse. (See Figure 9b)

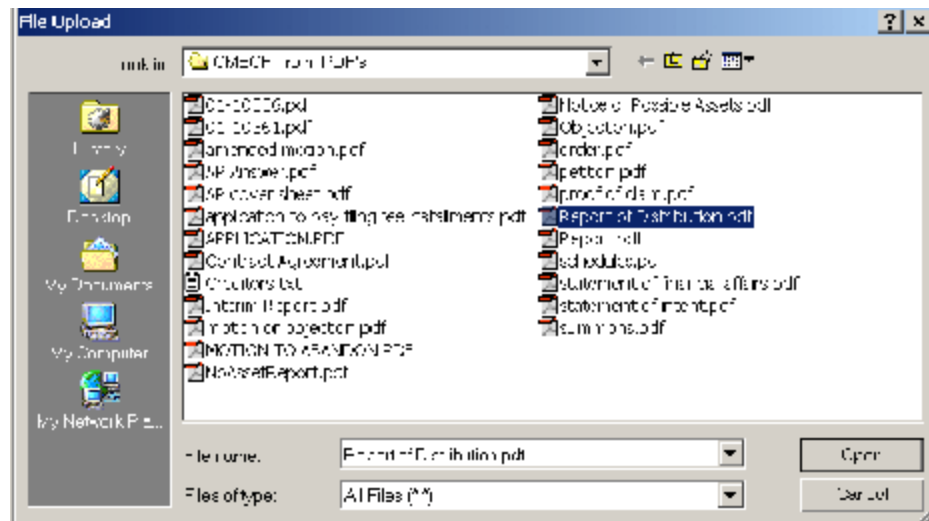


Figure 9b

- ◆ To Make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9c)

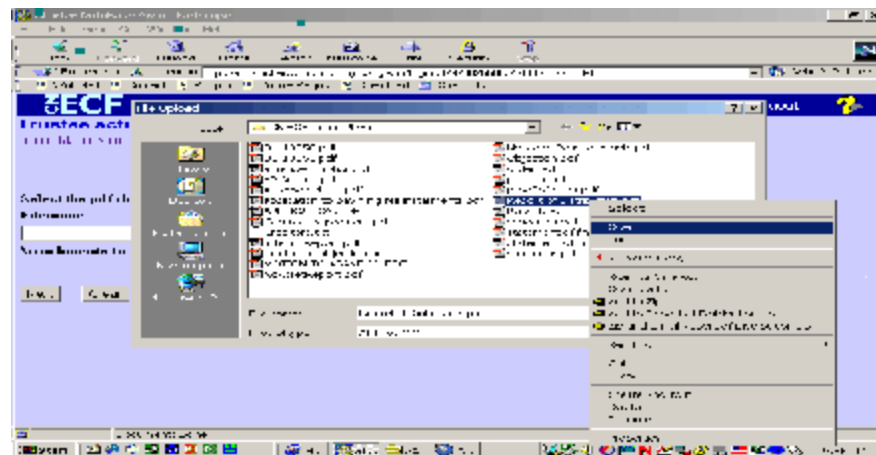


Figure 9c

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- ◆ Close or minimize the Adobe application and if this is the correct file, click **OPEN** on the File dialogue box.
- ◆ There will be no attachments in this exercise. Therefore, leave the radio button indicating **NO**.
- ◆ Click **NEXT** to continue.

STEP 10 The **DOCKET TEXT** screen displays. (See Figure 10)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:
4:01-bk-10760 Drew Barrymore

Docket Text: Modify as Appropriate.

☐ Motion for Abandonment [text box]. Filing fee in the amount of \$75.00 required., ☐ Motion to Dismiss Case [text box], ☐ Motion for Relief from Stay [text box]. Filing fee in the amount of \$75.00 required Filed by Linda A. Fitzgerald on behalf of Safe-T-Pins, Inc. . (Fitzgerald, Linda A.)

Figure 10

- ◆ Confirm that this is correct. Click **NEXT** to Continue.

- STEP 11** The **FINAL TEXT SCREEN** displays with your warning on submitting this screen commits this transaction. **(See Figure 11)**

The screenshot shows the CM/ECF web interface. At the top is a dark blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:". Underneath, there is a link "4:01-bk-10760 Drew Barrymore". A grey box labeled "Docket Text: Final Text" contains a yellow-highlighted text entry: "Motion for Abandonment. Filing fee in the amount of \$75.00 required., Motion to Dismiss Case, Motion for Relief from Stay. Filing fee in the amount of \$75.00 required Filed by Linda A. Fitzgerald on behalf of Safe-T-Pins, Inc.. (Fitzgerald, Linda A.)". Below this, a red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form are two buttons: "Next" and "Clear".

- Click **NEXT** to Continue

STEP 12 The Notice of Electronic Filing is then generated. (See Figure 12)



Figure 12

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available from a docket sheet, a query on the case, or the Events Calendar.

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Answer/Response hyperlink.

- STEP 3** The **ANSWER/RESPONSE TYPE** screen displays. (See Figure 3.)

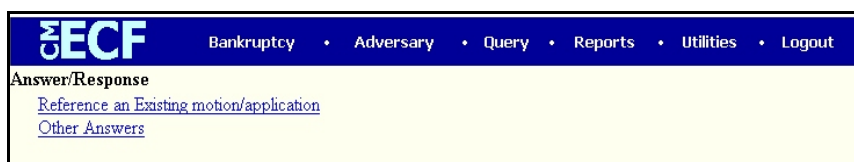


Figure 3

- ◆ Click the Reference an existing motion/application hyperlink.

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)

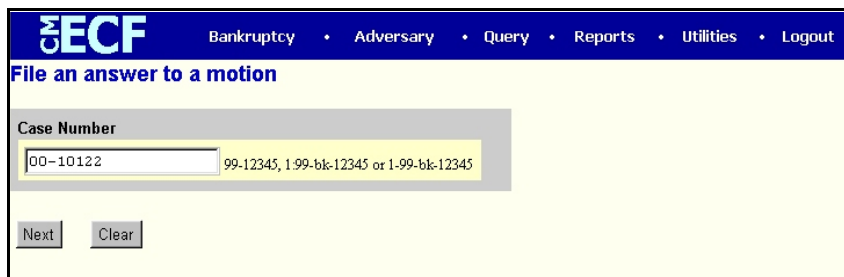
The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text 'File an answer to a motion'. The main content area is white and contains a 'Case Number' label above a text input field. The input field contains '00-10122' and has a placeholder text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ Enter the correct case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.

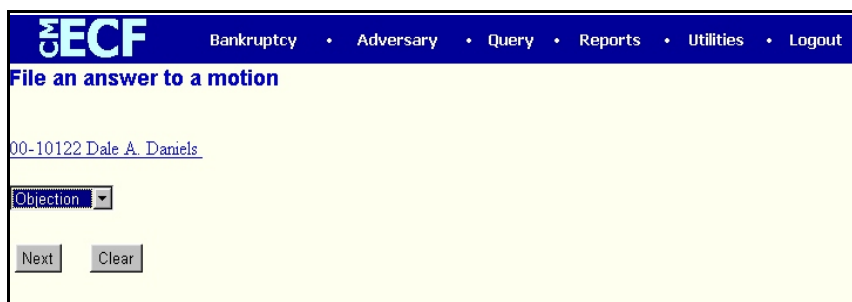
The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text 'File an answer to a motion'. The main content area is white and contains the case number '00-10122 Dale A. Daniels' as a link. Below this is a dropdown menu labeled 'Objection'. At the bottom are two buttons: 'Next' and 'Clear'.

Figure 5

- ◆ (See Figure 5.) Click on the down arrow in the **Document Type** pick list.
- ◆ Your choices in the starter database are Objection, Reply or Response. Highlight *objection*.
- ◆ Click **[Next]**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

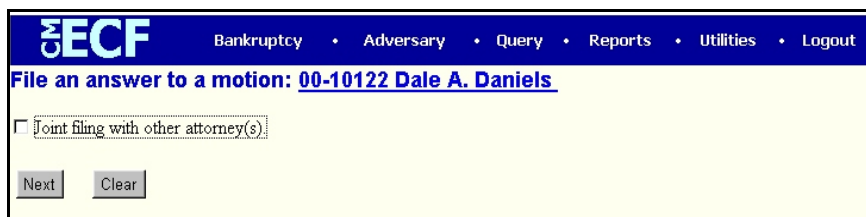
The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text 'File an answer to a motion: 00-10122 Dale A. Daniels'. The main content area is white and contains a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are two buttons: 'Next' and 'Clear'.

Figure 6

- ◆ This screen will only be used if another attorney is joining in this filing. No action is necessary.
- ◆ Click **[Next]**.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.




Figure 7

- ◆ The party for whom you are filing the objection in this example is Household Finance.
- ◆ Since the party name (Household Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the Add/Create New Party hyperlink.

STEP 8 The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.

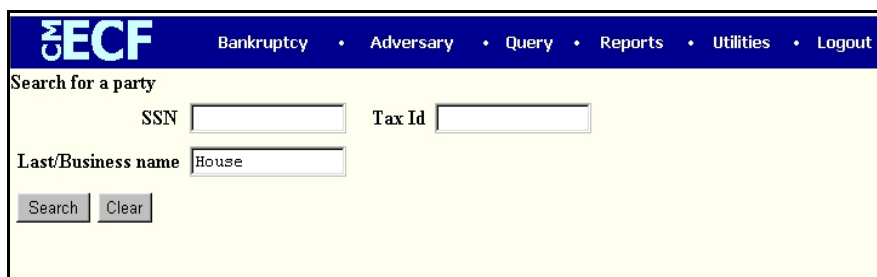


Figure 8

- ◆ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered House for Household Finance.
- ◆ Click **[Search]** .

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Household Finance. (See Figure 9.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled "Search for a party". It contains input fields for "SSN" and "Tax Id", and a larger field for "Last/Business name". The "Last/Business name" field contains the text "House for Household Finance". Below the input fields are "Search" and "Clear" buttons. Underneath the search section is a section titled "Party search results" which displays the message "No person found." and a "Create new party" button.

Figure 9

- ◆ Click the **[Create new party]** button.

STEP 10

The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)

Figure 10

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not add address information.**
- ◆ Since this party is represented by an attorney, do not change the pro se default value of No.
- ◆ Click to expand the Party Role list arrow ▼ and highlight Creditor (cr:cr).
- ◆ Click **[Submit]**.

STEP 11

The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance).

- ◆ Click **[Next]**.

Figure 11

STEP 12 The **ATTORNEY/PARTY ASSOCIATION** screen appears. (See Figure 12.)

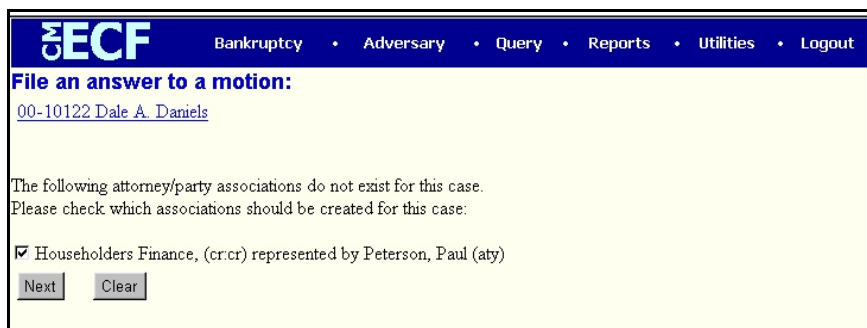
The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion: 00-10122 Dale A. Daniels". The main content area has a yellow background and contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "Householders Finance, (cr:cr) represented by Peterson, Paul (aty)" which is checked. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 12

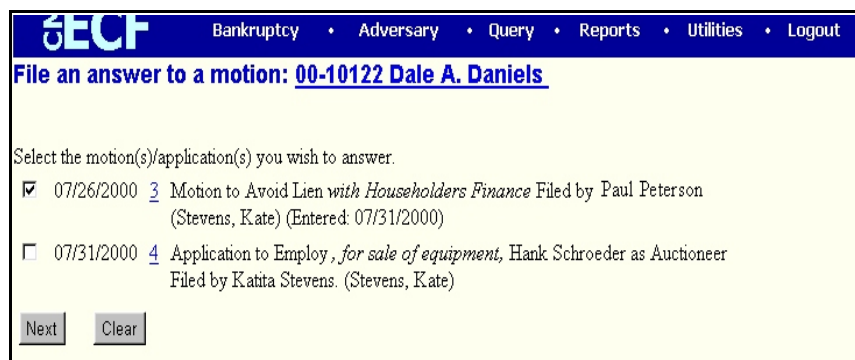
- ◆ Since your party, Householders Finance, is new, this screen will establish you as counsel for them on this case. Paul Peterson is used as an example.
- ◆ Check the box and click **[Next]**.

STEP 13 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 13.)

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion: 00-10122 Dale A. Daniels". The main content area has a yellow background and contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf).". Below this text is a label "Filename" followed by a text input field containing "R:\TRAINING\ECF\Docs_PDF\ECFdocs\co" and a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by two radio buttons: "No" (selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 13

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ◆ Double-click the PDF file to select it.
- ◆ There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.
- ◆ Click **[Next]**.

STEP 14 The **PENDING MOTIONS** screen appears. (See Figure 14a.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File an answer to a motion: [00-10122 Dale A. Daniels](#)

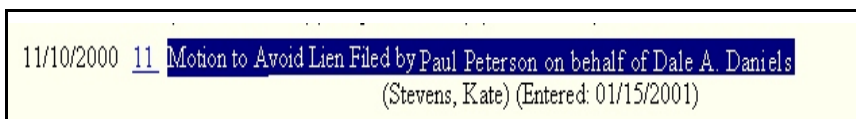
Select the motion(s)/application(s) you wish to answer.

☒ 07/26/2000 [3](#) Motion to Avoid Lien with *Householders Finance* Filed by Paul Peterson (Stevens, Kate) (Entered: 07/31/2000)

☐ 07/31/2000 [4](#) Application to Employ, *for sale of equipment*, Hank Schroeder as Auctioneer Filed by Katita Stevens. (Stevens, Kate)

Figure 14a

- ◆ Select the appropriate motion you wish to answer by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- ◆ In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
 - Using your mouse, highlight the text of the Motion to Avoid Lien. (See Figure 14b.)



11/10/2000 [11](#) Motion to Avoid Lien Filed by Paul Peterson on behalf of Dale A. Daniels (Stevens, Kate) (Entered: 01/15/2001)

Figure 14b

- From the browser Edit pull down menu, select Copy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text.
- This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.
- ◆ Click **[Next]**.

- STEP 15** A reminder message will display to ensure the final docket text is complete and meaningful. (See Figure 15.)

The screenshot shows the ECF system interface. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, a yellow box contains the text: "File an answer to a motion: 00-10122 Dale A. Daniels". Underneath this, it says "Complete The Docket Window With The Name Of The Document To Which You Are Objecting". At the bottom of the yellow box are two buttons: "Next" and "Clear".

Figure 15

- ◆ Click [Next].

- STEP 16** The **MODIFY DOCKET TEXT** screen appears. (See Figure 16.)

The screenshot shows the ECF system interface in a Netscape browser window. The browser's address bar shows the URL: http://bktrain.aolttd.ao.dcn/cgi-bin/login.pl?109132426452637-L_107_0-1. The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, a yellow box contains the text: "File an answer to a motion: Daniels". Underneath this, it says "Complete The Docket Window With The Name Of The Document To Which You Are Objecting". At the bottom of the yellow box are two buttons: "Next" and "Clear".

Figure 16

- ◆ These prefixes are optional. (See pop-up menu above.)
- ◆ Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 11, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.
- ◆ Click [Next].

- STEP 17** The **FINAL DOCKET TEXT** screen appears. (See Figure 17.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File an answer to a motion:
[00-10122 Dale A. Daniels](#)

Docket Text: Final Text

Objection to *Motion to Avoid Lien with* Filed by Paul Peterson on behalf of Household Finance (related document(s)[11]). (Peterson, Paul)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 17

- ◆ Use caution on this screen and proof the contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

STEP 18 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 18.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[00-10122 Dale A. Daniels](#)

Notice of Electronic Filing

The following transaction was received from Peterson, Paul on 1/15/2001 at 11:12 AM CST

Case Name: Dale A. Daniels
Case Number: [00-10122](#)
Document Number: [12](#)

Docket Text:
 Objection to *Motion to Avoid Lien with* Filed by Paul Peterson on behalf of Household Finance (related document(s)[11]). (Peterson, Paul)

Document description: Main Document
Original filename: R:\TRAINING\ECF\Class Files\PDF Files\Chapter7_PDF\O_m_avdlien.PDF
Electronic document Stamp:
 [STAMP bkecfStamp_ID=978562065 [Date=1/15/2001] [FileNumber=2399-0] [1 cefe8e5c55e4ab222a5e0371f5f71ad8fcb397a4de87f1eff674dedd3f9178c71e6b bf050e9e9acd6c9523b68b80f81b6a394d3b583ded0653c4dd08d72d8]]

00-10122 Notice will be electronically mailed to:

Hardy Hansen hansen@someplace.com,
 Julian Mayfair stvensk@aottd.uscourts.gov,
 Bruce Williams bwillx@email.msn.com,

00-10122 Notice will not be electronically mailed to:

Figure 18

- ◆ Users should scroll down to view entire notice.
- ◆ Click the browser **[Print]** button to print a copy of this notice.
- ◆ You may also save the notice through the browser File/Save option.

Adversary Proceeding Case Opening

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff and defendant and basic statistical data. The lead event is incorporated into this process and will not need to be docketed separately.

- STEP 1** Click the Adversary hypertext link on the CM/ECF main menu bar. (See Figure 1.)

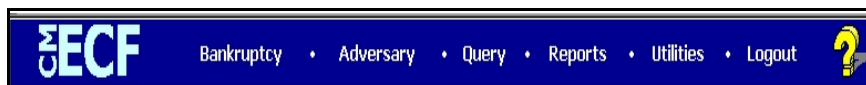


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Open an AP/MP Case hypertext link.

- STEP 3** The **CASE DATA** screen displays. (See Figure 3.)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Case Number

Office Batesville ▼

Date Filed 11/20/2001

Case Type ap ▼

Complaint y ▼

Next Clear

Figure 3

- ◆ Select the **Office** from the drop down box.
- ◆ The current date is displayed in the **Date Filed** box.
 - To backdate this filing, enter the correct date in the format mm/dd/yyyy or mm/dd/yy, including the forward slashes.
- ◆ The **Case Type** values are “ap” for adversary proceeding and “mp” for miscellaneous proceeding. Accept the default of “ap”.
- ◆ The **Complaint** field indicates whether a Complaint is the lead event for this proceeding. If a Complaint initiated this proceeding, leave this field set to **y**. If another document, such as a Notice of Removal, was filed instead, select **n**.
- ◆ When this screen is correct, click **[Next]**.

STEP 4 The **PARTY SEARCH** screen appears. (See Figure 4.)

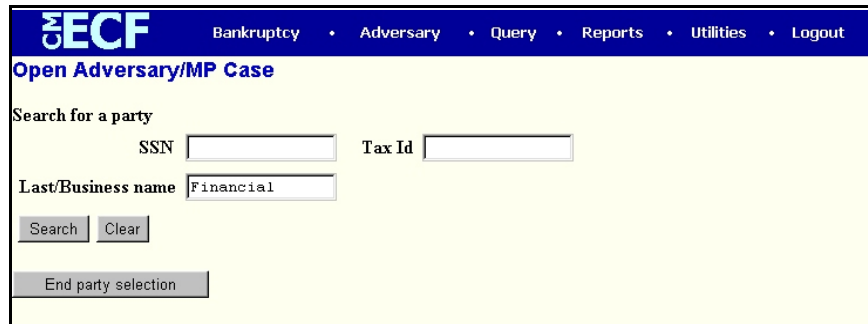


Figure 4

- ◆ Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the last name or the first few characters of the last name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters

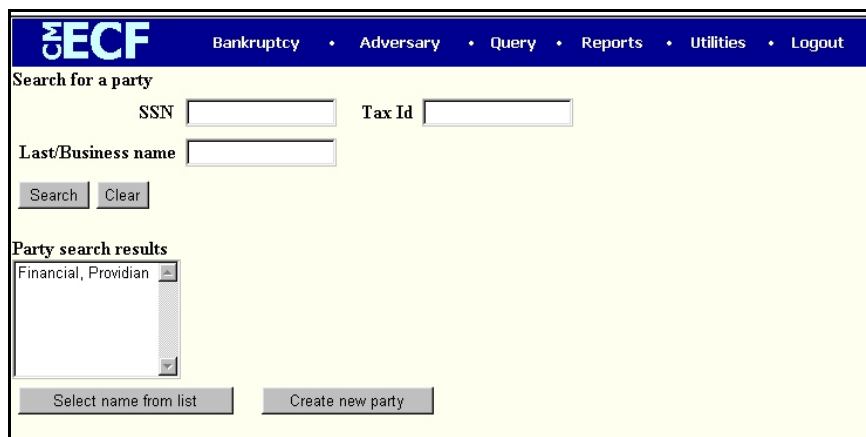
Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

NOTE: Do not use the asterisk * by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade response time.

- ◆ Enter the plaintiff's last name or other search clue and click **[Search]**. In Figure 4 we have entered the first word of the plaintiff's name (Financial).

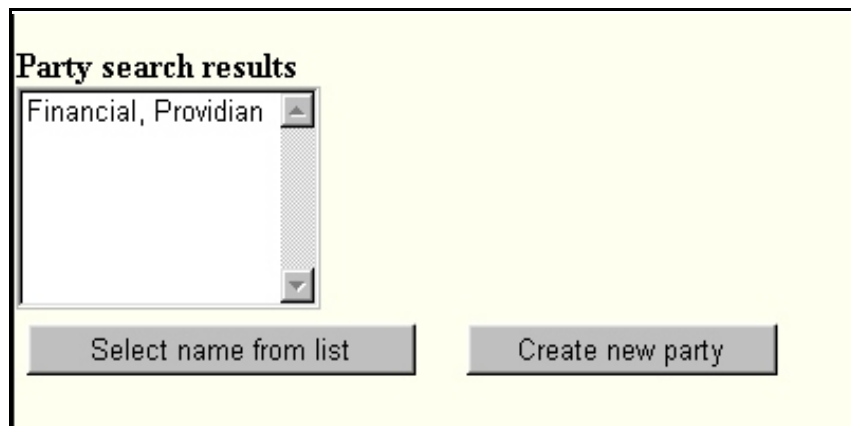
STEP 5 The **SEARCH RESULTS** screen appears. (See Figure 5.)



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled "Search for a party". It contains input fields for "SSN" and "Tax Id", and a larger field for "Last/Business name". There are "Search" and "Clear" buttons. Below the search fields is a section titled "Party search results" which contains a scrollable list box. The list box currently shows "Financial, Providian". At the bottom of the search results section are two buttons: "Select name from list" and "Create new party".

Figure 5a

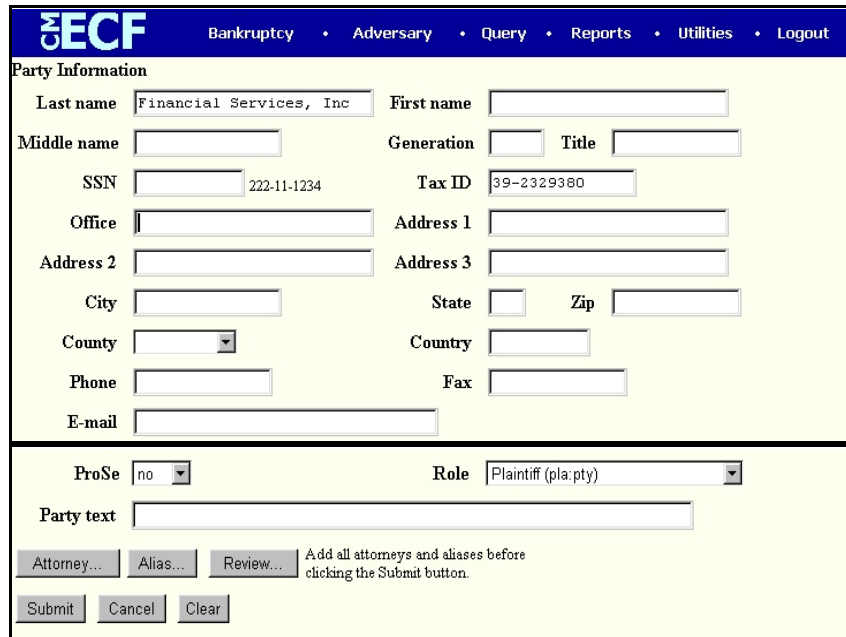
- NOTE:** If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button. (See Figure 5b.)
- ◆ In Figure 5b the only party on the database matching the search criteria was Providian Financial. Since our party, Financial Services is not on the list, click the **[Create New Party]** button.



This is a close-up of the "Party search results" section from Figure 5a. It shows the scrollable list box containing the text "Financial, Providian". Below the list box are the "Select name from list" and "Create new party" buttons.

Figure 5b

STEP 6 The **PARTY INFORMATION** screen appears. (See Figure 6.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Figure 6

- ◆ Enter the plaintiff's **Name** in the appropriate box.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Plaintiff.
- ◆ NOTE: **If applicable ADD** all other parties, such as panel trustee, U.S. Trustee as interested party. Continue process until all parties are included.
- ◆ Click on the **ATTORNEY** button on the **Party Information** screen. (See **Figure 6**)

NOTE: If an attorney is unknown, Leave Prose as "NO", if answer is filed by prose, the Court will change party to "Prose" in Utilities, Edit Party Participants to reflect as prose filer.

- STEP 7** The **ATTORNEY SEARCH** screen allows you to retrieve the attorney record by either State Bar ID or Last Name (or partial Last Name) on the **SEARCH FOR ATTORNEY** screen. (See Figure 7.)

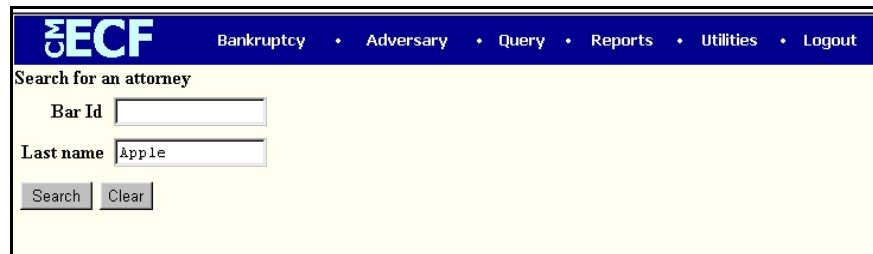


Figure 7

- ◆ This exercise illustrates how one could search for the attorney Cornelius Appleby. The search clue entered in the Last Name field is the beginning of his last name.
- ◆ Click on **[Search]**.

- STEP 8** The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered. (See Figure 8.)



Figure 8

- ◆ When your name appears, highlight it with your mouse and click on **[Select Name From List]**.

- STEP 9** The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. (See Figure 9a.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Attorney Information (Party Financial Services, Inc.,)
 Cornelius Appleby Bar Id:IN 97912 Bar Status:Active

Office Address 1
 Address 2 Address 3
 City State
 Zip Country
 Phone Fax
 E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

Figure 9a

- ◆ Since your attorney record can accommodate only one address, if the address for this case should be different, accept as is and notify the systems department for correction.
- ◆ After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.
- ◆ The **PARTY INFORMATION** screen appears. At this time you could click on the **[Review]** button to verify attorney and alias information for this party. **Figure 9b** shows how this information is displayed. (See Figure 6, page 5 for the party screen to select review)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Attorney(s) added:
☒ Appleby, Cornelius
 Black, Thorndike and Appleby
 1923 E. Walnut Street
 Indianapolis, IN 46204

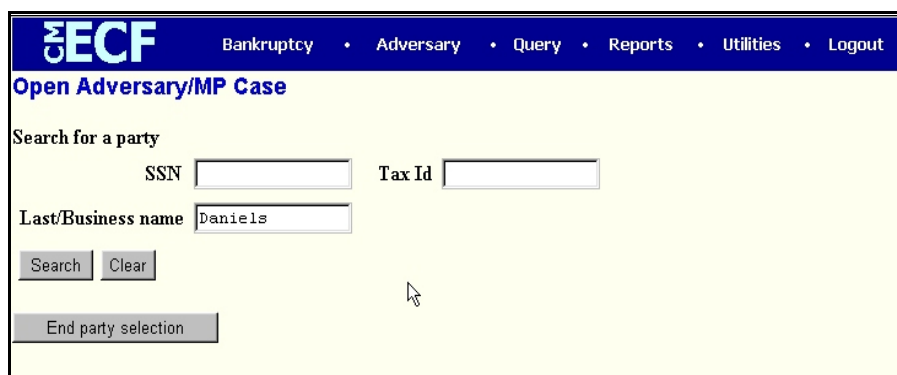
Alias(s) added:
 None added.

Uncheck to remove from list.

Figure 9b

- ◆ Click on the **[Return to Party]** button.
- ◆ When the **PARTY INFORMATION** screen appears again, you may continue to add plaintiff's if applicable, once completed Click **[Submit]**.

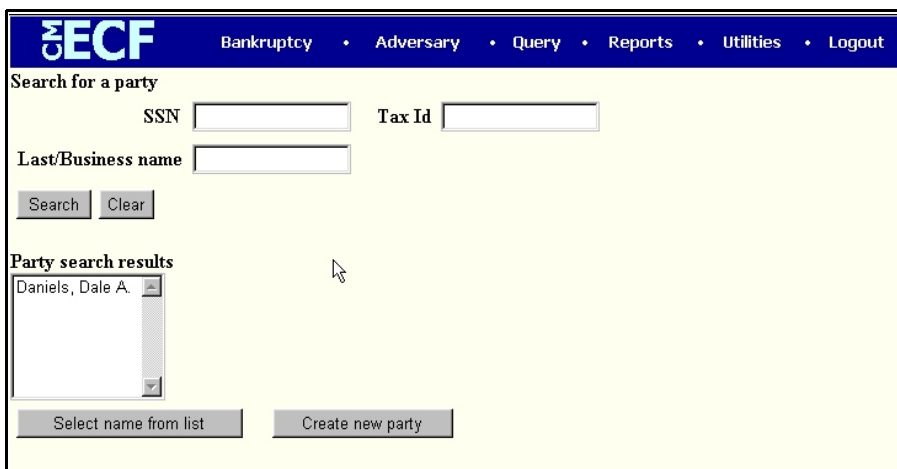
STEP 10 The **PARTY SEARCH** screen appears again (See Figure 10.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text 'Open Adversary/MP Case'. The main section is titled 'Search for a party' and contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. The 'Last/Business name' field is populated with the text 'Daniels'. Below the input fields are two buttons: 'Search' and 'Clear'. At the bottom of the search section is a button labeled 'End party selection'.

Figure 10

- ◆ Enter party information for the defendant Dale A. Daniels. Search by last name.



The screenshot shows the ECF system interface after a search. The 'Party search results' section is visible, showing a list of results. The first result, 'Daniels, Dale A.', is highlighted. Below the list are two buttons: 'Select name from list' and 'Create new party'.

Figure 11

STEP 11 When the **SEARCH RESULTS** screen appears, the party will be displayed because Dale Daniels is already a debtor on the bankruptcy case. (See Figure 11.)

- ◆ Highlight the name and click on **[Select name from list]**.

STEP 12 The **SEARCH RESULTS** screen appears next with this party's address as it is recorded in the database from the bankruptcy case. (See Figure 12.)

The screenshot shows the 'Party Information' form in the CM/ECF system. The header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form is for 'Dale A. Daniels' with SSN: 301-42-6561. It contains several input fields: Office, Address 1 (15103 Sun Trail), Address 2, Address 3, City (Pleasantville), State (IA), Zip (54103), County (Essex), Country, Phone, Fax, E-mail, ProSe (no), and Role (Unknown (unk:pty)). There is a 'Party text' field at the bottom. At the bottom of the form are buttons for 'Attorney...', 'Alias...', and 'Review...'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

Figure 12

- ◆ **See Style Guide (Plaintiffs and Defendants page 5)** You must select the Party Role by clicking on the ▼ down arrow for the **Party Role** field. Highlight Defendant and click on **[Submit]**. The defendant's attorney information will be added at a later time.
- ◆ **REMINDER** - If no attorney is listed for defendant, mark **prose**.
- ◆ **REMINDER** - If someone other than the debtor, and is already in the system clear the address.
- ◆ The Party Search screen will reappear. **NOTE:** If the adversary has the United States of America as a party, open the case with the AGENCY, and the attorney as shown (if applicable) as well as the United States of America as the designated party (plaintiff or defendant) with Janet Reno, U.S. Dept. Of Justice as the attorney. If a specific government agency is not stated on the cover sheet or in the body of the complaint, contact the appropriate attorney for clarification. If the Internal Revenue Service is a defendant you **MUST ADD** the U.S. Dept. Of Treasury as a party defendant also.
- ◆ Once all parties (panel trustee, US Trustee, etc.) have been entered, click on **[End Party Selection]**. Statistical information will be entered on the next screen.

STEP 13 The system will then display the **ADVERSARY STATISTICAL** screen (See Figure 13a).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary/MP Case

Add judge: Strasberg, Lillian

Party code: U.S. not a Party in the case

Nature of suit: 426 (Dischargeability 523)

Origin: original proceeding

Transfer date:

Rule 23 (class action): n

Jury demand: None

Demand (\$000):

Next Clear

Figure 13a

- ◆ Select the **Judge** to whom this case is assigned from the drop- down box.
- ◆ For the **Party code** field, make the appropriate selection from the list below. (See Figure 7b.) For this example, **3 US not a party in the case**, is the correct selection.

3 U.S. Not a Party in the Case

1 U.S. is a Plaintiff

2 U.S. is a Defendant

3 U.S. Not a Party in the Case

Figure 13b

- ◆ Select the **Nature of Suit** for the case from the drop-down list, shown below. (See Figure 13c.) If there are multiple natures of suit in the proceeding, select only one.

426 (Dischargeability 523)

424 (Obj/Revocation Discharge 727)

426 (Dischargeability 523)

434 (Injunctive Relief)

435 (Validity/Priority/Extent Lien)

454 (Recover Money/Property)

455 (Revoke Plan Confirmation)

456 (Declaratory Judgment)

457 (Subordinate Claim/Interest)

458 (Approval For Sale)

459 (Application For Removal)

498 (Other Action)

Figure 13c

NOTE: If one of the multiple suits is a 727 Objection to Discharge, it is important to enter **424** as the first number.

- ◆ The **Origin** code defaults to **1 Original Proceeding**. (See Figure 13d.) This setting is normally correct. Other values are:

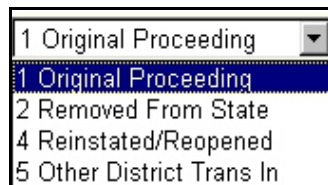


Figure 13d

- ◆ Enter a **Transfer date** only if the case has been transferred in from another district.
- ◆ The default for the **Rule 23 (class action)** field is **n**. Select **y** if the proceeding is a class action.
- ◆ The default for the **Jury Demand** field is **None**. (See Figure 13e.) Make another selection from the values below, if appropriate.



Figure 13e

- ◆ **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000.
- ◆ When this screen is correct, click **[Next]**.

STEP 14 The **RELATED CASES** screen displays next. (See Figure 14.)

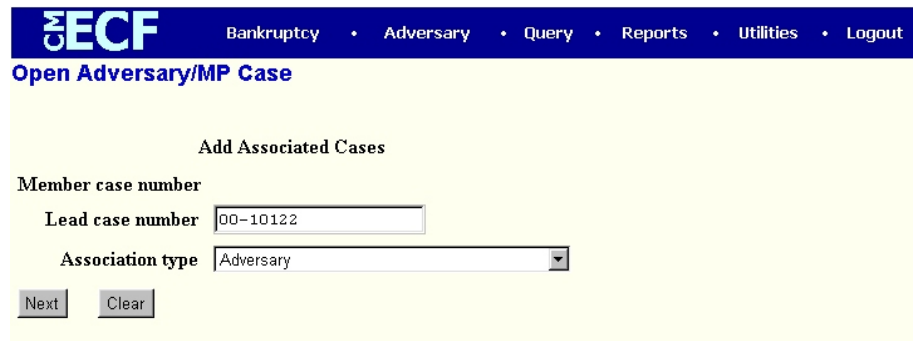


Figure 14

- ◆ Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, “**YY-NNNNN is not a valid case. Please enter a valid value.**” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

NOTE: Recommended that you query the BK case to make sure the correct case number is entered. Also, confirm panel trustee name for adding as interested party in case.

NOTE: If you do not enter any number in the **Lead Case Number** field, the system **will** allow you to proceed with case opening.

- ◆ Select the default of Adversary as the **Association Type**.
- ◆ Click **[Next]** to continue.

STEP 15 The PDF Document selection screen displays. (See Figure 15a)



Figure 15a

To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.

- Click **[BROWSE]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **OPEN**. (See Figure 15b)

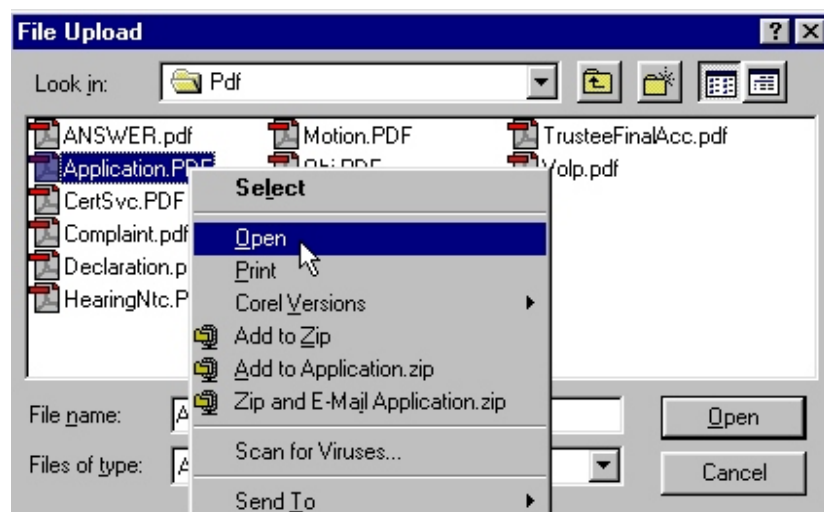


Figure 15b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **OPEN** on the File Upload dialogue box. (See Figure 15c)

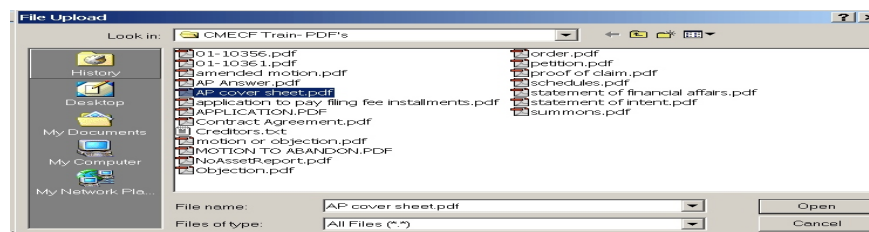


Figure 15c

- STEP 16** The system will display the **MODIFY DOCKET TEXT** screen.
(See Figure 16.) Optional prefixes for the final docket text are available in a drop-down box. If appropriate, select a prefix.

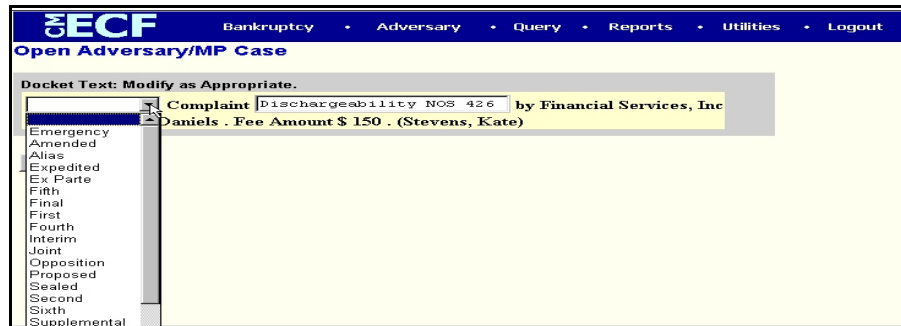


Figure16

- ◆ When the docket text is complete and accurate, click **[Next]**.

- STEP 17** The **FINAL DOCKET TEXT** screen displays (See Figure 17.)

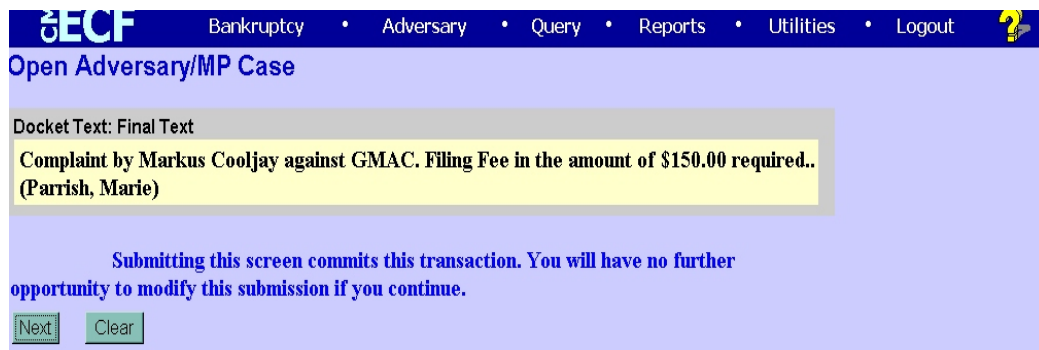


Figure 17

- ◆ Proofread this screen carefully! No further changes are allowed after this screen. If it is correct, click **[Next]**.
- ◆ If any part of the entry is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hypertext link on the **Menu Bar**.

NOTE: When an adversary is opened, the complaint information is spread over to the main bankruptcy case.

STEP 18 The system then displays the **NOTICE OF ELECTRONIC FILING** screen. (See Figure 18a.)

Notice of Electronic Filing

The following transaction was received from Parrish, Marie on 9/13/2001 at 3:11 PM CDT

Case Name: Myers v. Missouri Higher Education
Case Number: [1:01-ap-01021](#)
Document Number: [1](#)
Case Name: Fourdy Walls
Case Number: [2:01-bk-10203](#)
Document Number: [4](#)

Docket Text:
 First Complaint *RE:Red 57 Chevrolet Convertible* by Heather J. Myers against Missouri Higher Education. Filing Fee in the amount of \$150.00 required.. (Parrish, Marie)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:L:/CMECF Train- PDF's/AP cover sheet.pdf
Electronic document Stamp:
 [STAMP bkcfStamp_ID=990647545 [Date=9/13/2001] [FileNumber=3785-0] [4
 e38c552b7785ee2b954c145bbeb18981f7990642e14314eb76b4e6ffa89d3c2bd25313

Figure 18a

- ◆ The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. (See Figure 18b.) Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program. (See Figure 18b.)


01/08/2001	 3	Application to Pay Filing Fee in Installments. 01/08/2001)
------------	---	---

Figure 18b

- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu.

- ◆ Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system.

Answer to Complaint

This process shows the steps and screens required for attorneys to docket the answer to a complaint in an adversary case.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

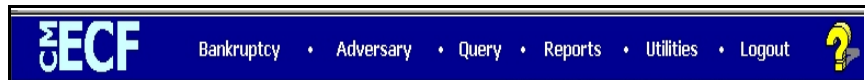


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

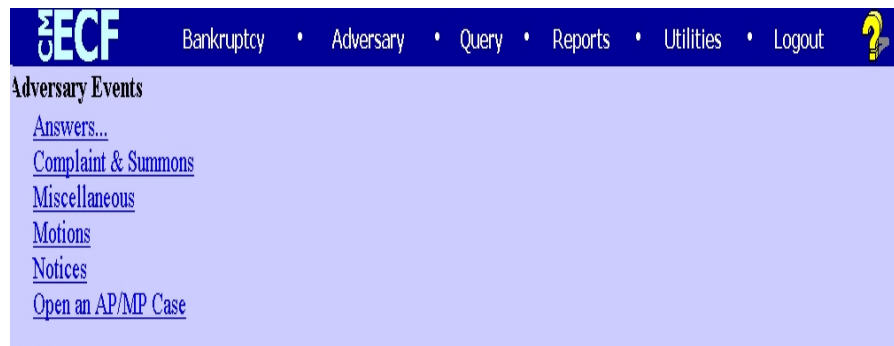


Figure 2

- ◆ Click on the Answers... hyperlink.

STEP 3 The next screen lists two menu selections for Answers. (See Figure 3.)

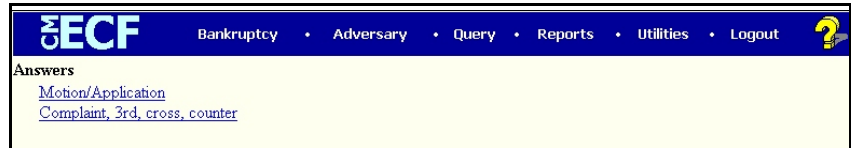


Figure 3

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- ◆ For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.

STEP 4 The **CASE NUMBER** screen displays. (See Figure 4). The system will display the number of the last case you accessed in this session.

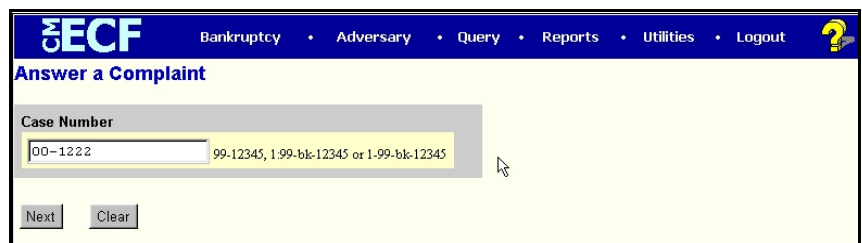


Figure 4

- ◆ If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
- ◆ Click **[Next]**.

STEP 5 The system will then display a screen to verify the event and case you are docketing. (See Figure 5.)

- ◆ If the case information is correct, click **[Next]**.

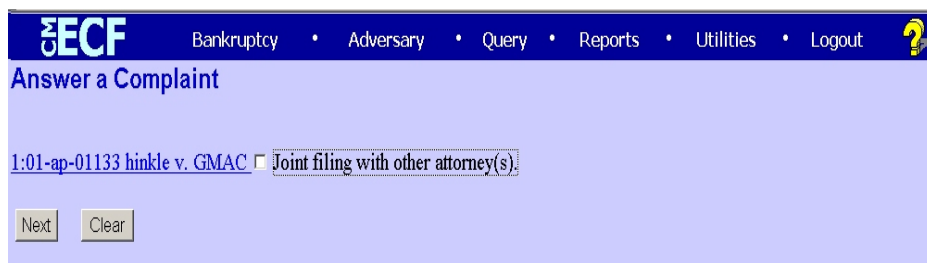
The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'Answer a Complaint'. The main content area has a light blue background. It displays the case number '1:01-ap-01133' followed by the case name 'hinkle v. GMAC'. To the right of the case name is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 5

STEP 6 The screen displays to select your party screen, you may or Add/Create New Party, click on next. (See Figure 6)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'Answer a Complaint'. The main content area has a light blue background. It displays the text 'Select the Party:'. Below this text is a dropdown menu. The dropdown menu is open, showing two options: 'GMAC [cr:dtf]' and 'hinkle, susan [pty:pla]'. To the right of the dropdown menu is a link labeled 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 6

STEP 7 This screen displays if you are filing jointly with another attorney. Click NEXT. (See Figure 7)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ GMAC, (cr:df) represented by Parrish, E. (aty)

Next Clear

Figure 7

STEP 8 The **COMPLAINT** screen displays. (See Figure 8)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	09/01/2000	1	Complaint by Financial Services, Inc. against Dale A. Daniels. Receipt Number CC, Fee Amount \$150. (Ledford, Kerry) (Entered: 01/25/2001)
<input type="checkbox"/>	09/27/2000	2	Summons Service Executed on Dale A. Daniels 9/27/2000. (Ledford, Kerry) (Entered: 01/25/2001)

Next Clear

Figure 8

- ◆ This screen displays the pending complaints in the case. Click in the check box, as shown, to indicate which complaint this answer should be related to, then click **[Next]**.

STEP 9 The **DATE FILED AND PDF DOCUMENT** screen displays. (See Figure 9a.)

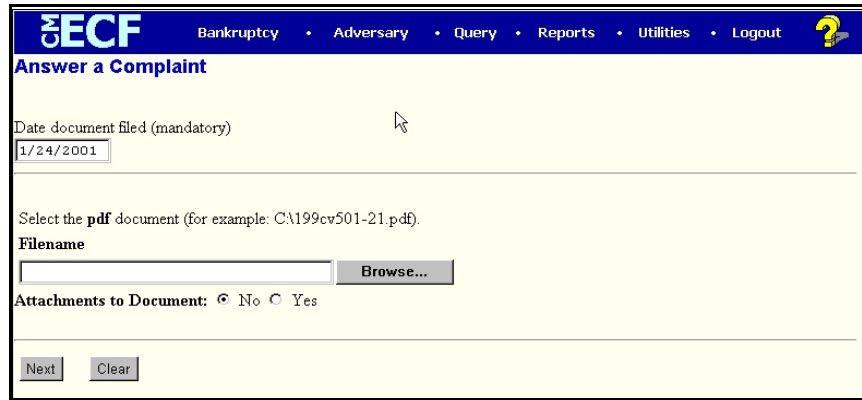
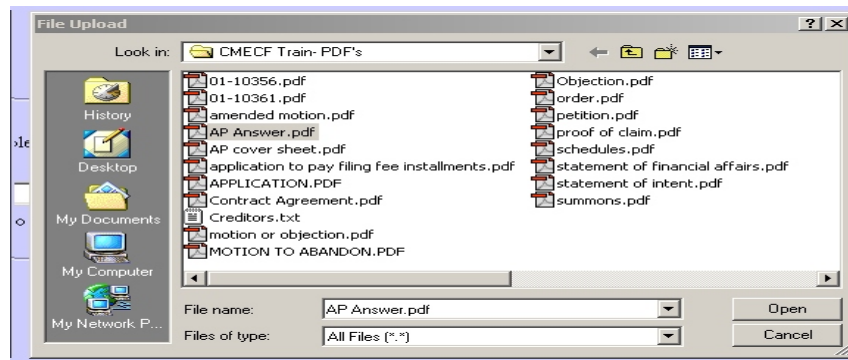


Figure 9a



The current date is displayed in the **Date Filed** box.



- To backdate this filing enter the correct date in the format mm/dd/yyyy or mm/dd/yy, including the forward slashes

REMEMBER: Browse out to where you have stored your PDF files and if NETSCAPE change file type to ALL FILES, if INTERNET EXPLORER, your file type will automatically default to ALL FILES.

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b)

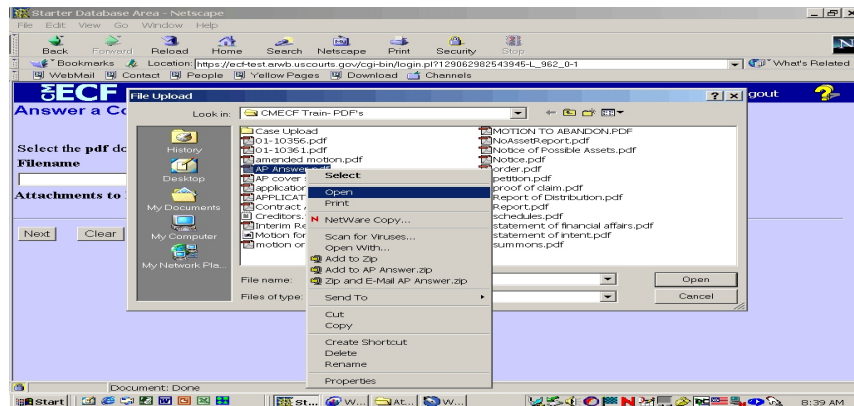


Figure 9b

- If you right click on the pdf, this will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct, close and click open bottom right of screen.
- The system will enter the path and name of the PDF document selected into the Filename field of Figure 9a. Click **[Next]**.

STEP 10 The next screen provides secondary complaints to be addressed. (See Figure 10) This screen provides the option of combining the answer with another claim.

Figure 10

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box. Click **[Next]** to continue.

- ◆ If this answer contains no other claims, ignore the check boxes and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

STEP 11 The **FINAL TEXT EDITING** screen displays. (See Figure 11)

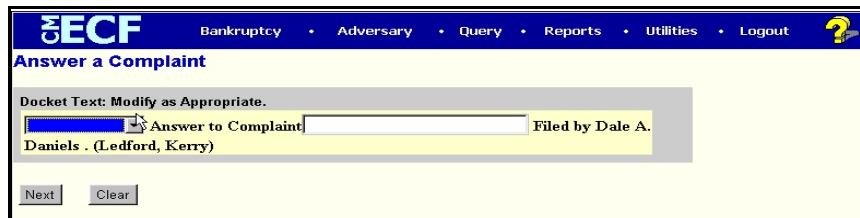


Figure 11

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet.
- ◆ To abort or restart the transaction, click on the [Bankruptcy Events](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12)

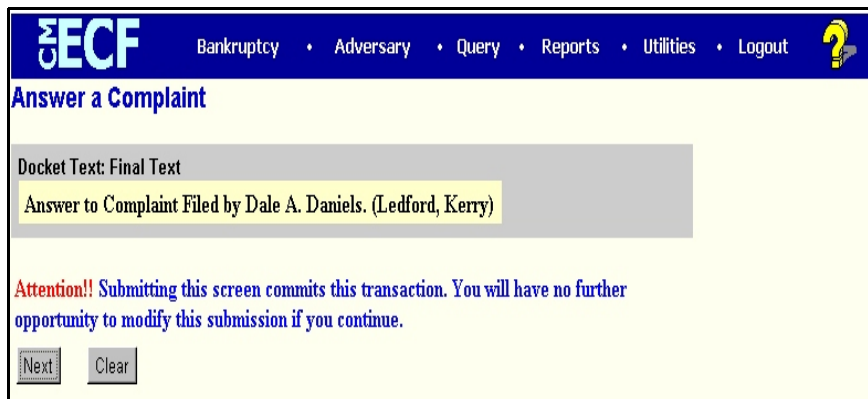


Figure 12



If the event is correct, click **[Next]** to continue.

STEP 13

The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 13)

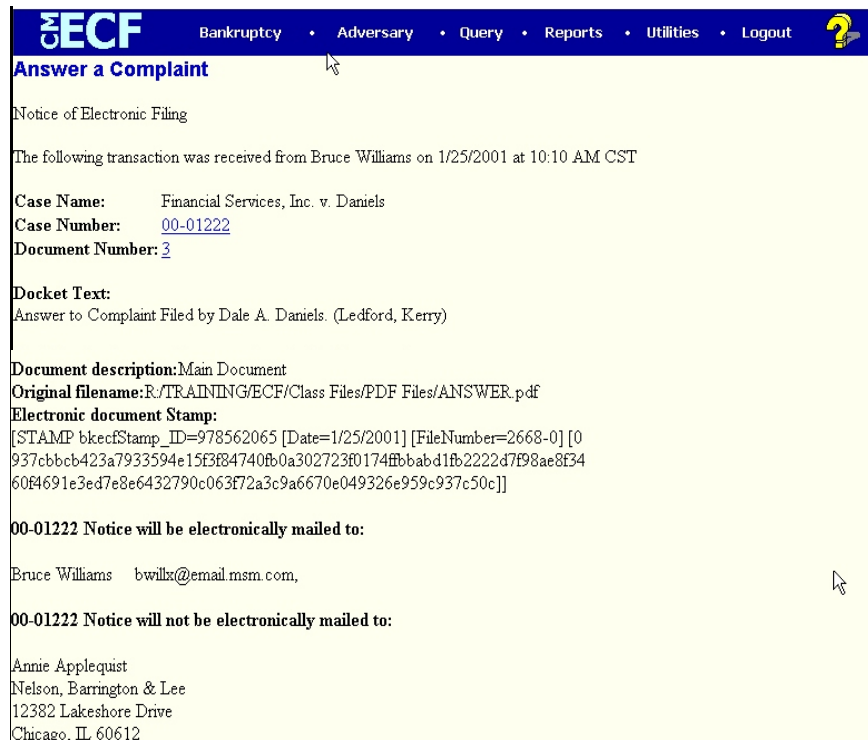


Figure 13

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer was submitted by this defendant.
- ◆ Clicking on the case number hyperlink, [01-1133](#), will display the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

ECF Report Events

Case Report

The Cases Report displays cases filed, entered, discharged, dismissed, closed and converted.

STEP 1 Select Reports from the main CM/ECF menu, click on **CASES** hypertext link from the Reports menu. Selection Criteria Screen appears and allows the user to specify what information to include in the report and how the report should be sorted.

*[NOTE: You will be asked to enter your **PACER** login and password to view case information if you are not already logged into PACER.] see Figure 1*

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 1

After you have logged in, the Cases Report screen will appear. See Figure 2

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Cases Report

Office: Batesville, Helena
Case Type: ap, bk
Chapter: 7, 9
Trustee: Babin, Joyce Bradley, Barry, Ben T.
Date Type: Filed Date
From: 12/11/2001 to: 12/11/2001
☒ Open cases ☐ Closed cases ☐ Party information
Sort by: Filed Date
Run Report Clear

Figure 2

The search criteria fields include:

- **Office** – select and click on appropriate office.
- **Case Type** – select and click on bk for bankruptcy, ap for adversary, or mp for miscellaneous.
- **Chapter** – select and click on a specific chapter
- **Trustee** – select and click on a specific trustee

[NOTE: You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press <ctrl> button then click on each item to be included.]

- **Date type** – select and click down arrow to right of field for date type of cases to be displayed, Filed Date, Entered Date, Discharged Date, Dismissed Date, Closed Date, or converted Date.
- **From-** click in box and type in a start and end date for the report to display.
- **Open Cases** -click on box to deselect open cases, if applicable.
- **Closed Cases** - click on box to select closed cases, if applicable.

- **Party information** – click on box to have report display party information (i.e. address, social security number, tax id), if applicable.
- **Sort By** – allowed three boxes in which to select criteria for the report to sort, click down arrow to right of field for list.

STEP 2 Click on **Run Report** to continue or **Clear** to reselect criteria. Case Report screen appears. See Figure 3

Cases Report for 10/22/2001 U.S. Bankruptcy Court Arkansas Eastern/Western Test Database						
Case No. Related Case Info	TP	Ch	Party Info	Judge Trustee	Dates	Other Info
1:01-bk-10481	bk	7	Helen Always		Filed: 10/01/2001	Office: Batesville Asset: No Fee: Paid County: Randolph
2:01-ap-01028 Lead BK: 1:01-bk-10306 Big Bopper Chapter: 7	ap		Bopper v. Swan's	Mixon Dupwe	Filed: 10/01/2001	Office: Helena
3:01-bk-10482	bk	13	Case Test		Filed: 10/01/2001	Office: Jonesboro Asset: No Fee: Paid County: Benton
3:01-bk-10483	bk	13	Aetna C Benefits		Filed: 10/01/2001	Office: Jonesboro Asset: Yes Fee: Installment County: 06073
3:01-bk-10484	bk	13	Case Test	Mixon Coop	Filed: 10/01/2001	Office: Jonesboro Asset: No Fee: Paid County: Benton
3:01-bk-10486	bk	7	Bobbie L. Hunter	Mixon	Filed: 10/01/2001	Office: Jonesboro

Figure 3

STEP 3 To view case information, click on the **case number** hypertext link to access the Docket Sheet. See Figure 4

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

Sort by

Figure 4

Select **Run Report** to view the docket sheet. See Figure 5

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

FeeDueBK

U.S. Bankruptcy Court
Arkansas Eastern/Western Test Database (Jonesboro)
Bankruptcy Petition #: 3:01-bk-10484

Assigned to: James G. Mixon
 Chapter 13
 Voluntary
 No asset

Date Filed: 10/01/2001

Case Test
 123 Main Street
 San Diego, CA 92111
 SSN: 123-45-6789
Debtor
David Coop
Trustee

Case Test
 PRO SE
 represented by

Filing Date	#	Docket Text
10/01/2001	1	Chapter 13 Voluntary Petition. Filing fee in the amount of \$185.00 required. Filed by pro se Case Test. (CASB, Programmer) (Entered: 10/01/2001)
10/01/2001	2	First Meeting of Creditors & Notice of Appointment of Interim Trustee David Coop with 341(a) meeting to be held on 10/18/2001 at 10:00 AM at Jonesboro First Meeting Room Objections for Discharge due by 12/17/2001, (CASB, Programmer) (Entered: 10/01/2001)

Figure 5

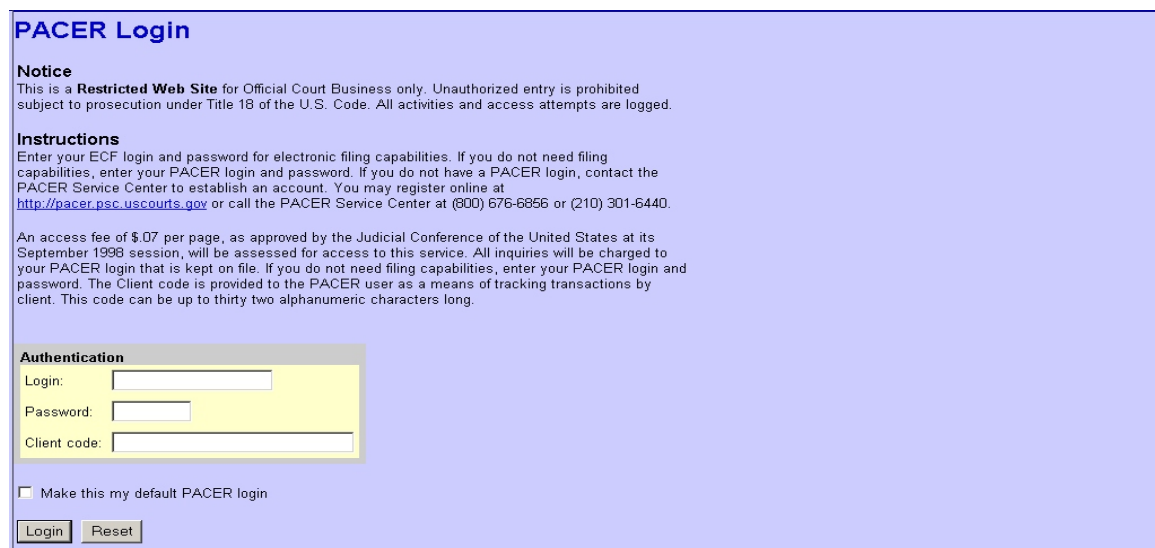
STEP 4 To print report, click on Print button from the browser toolbar

Claims Register

The Claims Register Report displays claims filed for a specific case.

STEP 1 Select Reports from the main CM/ECF menu, click on Claims Register Report hypertext link from the Reports menu. Selection Criteria Screen appears and allows the user to specify what information to include in the report.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.] See Figure 1



PACER Login

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Instructions
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An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 1

After you have logged in, the Claims Register screen will appear. See Figure 2



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Claims Register

Case number:

Creditor type: Creditor number:

Creditor name:

Claim number: to

☒ Filed ☐ Entered to

Sort by:

Figure 2

The Selection Criteria fields include:

- **Case Number** – click in box and type a specific case number.
- **Office** – leave blank as report will run using case number.
- **Creditor Type** – leave a blank (Note: All creditors uploaded to case as Creditor.)
- **Creditor number** – leave blank to bring up all creditors who have filed a claim or click in box and type a specific creditor number.
- **Creditor name** – leave blank to display all creditors having filed a claim or click in box and type a specific creditor name. (Note: You do not have to enter creditor's entire name, the system will search first letter of creditor's name, only exact matches will be displayed. Leaving the field blank will provide the most thorough search.)
- **Claims number** – leave blank to display all claims that fall within other search criteria or click in boxes and type specific claim numbers.

To display register using the filing date, click on radio button Filed.

To display register using the entered date, click on radio button Entered.

Enter a specific date range or leave blank to display all claims filed in case.

- **Sorted By** – allowed two boxes in which to select the criteria for the report to display, click down arrow to the right of the field display list.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. The Claims Register appears. See Figure 3

Arkansas Eastern/Western Test Database Claims Register								
4:01-bk-10685 Chad Bruce Beaty and Shannon Lynn Beaty CASE CLOSED on 10/19/2001								
Judge James G. Mixon								
Debtor Name: BEATY,CHAD BRUCE								
Claim No: 1	Creditor Name: Baptist Hospital P. O. Box 5333 Little Rock, AR 72215	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N						
Claim Date: 10/19/2001	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:						
Class	Amount Claimed	Amount Allowed						
Unsecured	\$345.00	\$0.00						
Total	\$345.00	\$0.00						
Description:								
Remarks:								
<p align="center">Claims Register Summary</p> <p>Case Name: Chad Bruce Beaty and Shannon Lynn Beaty Case Number: 4:2001-bk-10685 Chapter: 7 Date Filed: 10/18/2001 Total Number Of Claims: 1</p> <table border="1"> <thead> <tr> <th></th> <th>Total Amount Claimed</th> <th>Total Amount Allowed</th> </tr> </thead> <tbody> <tr> <td>Unsecured</td> <td>\$345.00</td> <td>\$0.00</td> </tr> </tbody> </table>				Total Amount Claimed	Total Amount Allowed	Unsecured	\$345.00	\$0.00
	Total Amount Claimed	Total Amount Allowed						
Unsecured	\$345.00	\$0.00						

Figure 3

STEP 3 To print register, click on **Print button** from the browser toolbar.

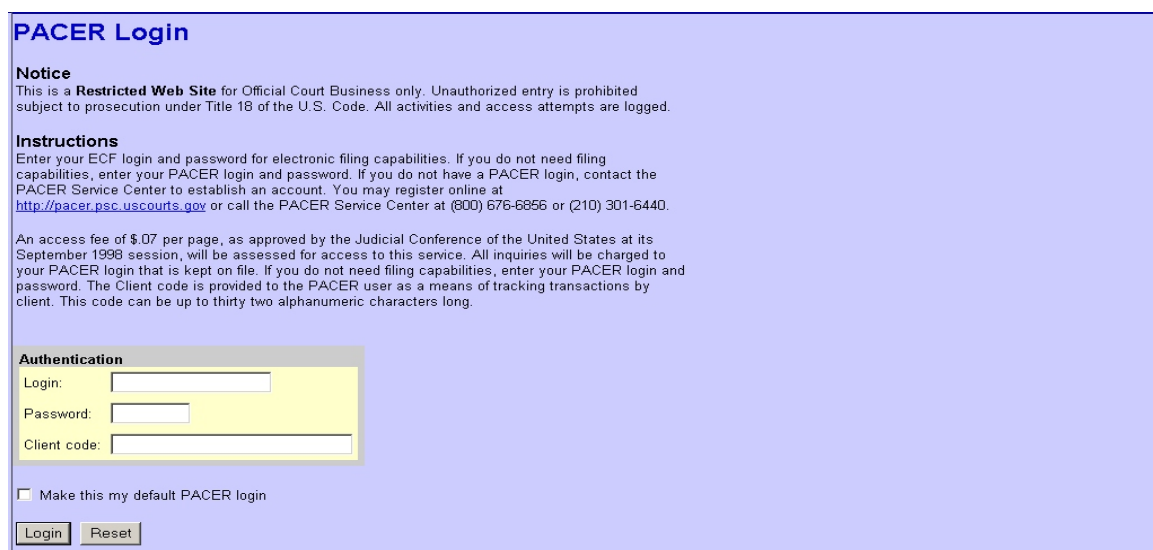
STEP 4 To view a claim, click on **Claim number** hypertext link. Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click on **View Document to continue**.

Docket Report

The Docket Report allows a user to view and print a listing of all events docketed to a specific case.

STEP 1 Select Reports from the main CM/ECF menu, click on Docket Report hyperlink from the Reports menu.

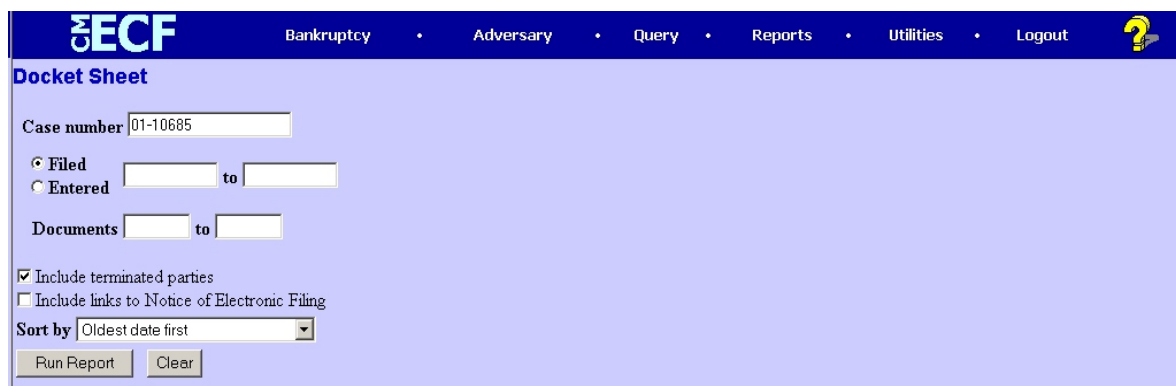
[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.] See Figure 1



The image shows the PACER Login page. At the top, it says "PACER Login". Below that is a "Notice" section stating that this is a Restricted Web Site for Official Court Business only. Then, there is an "Instructions" section explaining how to use the login and password for electronic filing capabilities. Below the instructions is an "Authentication" section with three input fields: "Login:", "Password:", and "Client code:". There is also a checkbox labeled "Make this my default PACER login". At the bottom of the authentication section are two buttons: "Login" and "Reset".

Figure 1

After you have logged in, the Docket Sheet criteria screen will appear. See Figure 2



The image shows the Docket Sheet criteria screen. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the "Docket Sheet" title. The main area contains several input fields and checkboxes. There is a "Case number" field with the value "01-10685". Below that are two radio buttons: "Filed" (selected) and "Entered". There are also "Documents" fields with "to" indicators. There are two checkboxes: "Include terminated parties" (checked) and "Include links to Notice of Electronic Filing" (unchecked). There is a "Sort by" dropdown menu with "Oldest date first" selected. At the bottom are two buttons: "Run Report" and "Clear".

Figure 2

The Selection Criteria fields include:

- **Case number** – click in box and type a specific case number.
- **Filed** – click on radio button to sort docket text using the Filing date.
- **Entered** – click on radio button to sort docket text using the Entered date

After selecting date type to be displayed, you have the opportunity to enter a date range for the docket to displayed, you have the opportunity to enter a date range for the docket to display. Leave blank to display all docket entries or click in box and enter a specific start and end date range.

- **Documents** – leave blank to display all documents or enter a beginning and ending number range for docket to display.
- **Include terminated parties** – click in box to have docket displayed terminated parties.
- **Include links to Notice of Electronic Filing** – click in box to allow access to notice of Electronic filing for certain documents (**Note: The Notice of Electronic Filing will reflect those parties who are receiving electronic notification in the case.**)
- **Sort By** – click down arrow to right of box to select how the docket is to be sorted.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. The Case Docket Sheet appears. See Figure 3a & 3b

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

CLOSED

U.S. Bankruptcy Court
Arkansas Eastern/Western Test Database (Little Rock)
Bankruptcy Petition #: 4:01-bk-10685

Assigned to: James G. Mixon
 Chapter 7
 Voluntary
 No asset

Date Filed: 10/18/2001
 Date Terminated: 10/19/2001
 Date Discharged: 10/19/2001

Chad Bruce Beaty
 8145 Zuber Rd.
 Benton, AR 72015
 SSN: 430-67-8938
Debtor

Shannon Lynn Beaty
 8145 Zuber Rd.
 Benton, AR 72015
Debtor

Walter M. Dickinson
 3101 Hinson Road
 Little Rock, AR 72212-2713
 501-221-2020
Trustee

Kent Pray
 PRAY LAW FIRM
 represented by P.O. Box 94224
 North Little Rock, AR 72190

Figure 3a

Walter M. Dickinson 3101 Hinson Road Little Rock, AR 72212-2713 501-221-2020 <i>Trustee</i>		
Filing Date	#	Docket Text
10/18/2001	1	Chapter 7 Voluntary Petition. Filing fee in the amount of \$200.00 required. Filed by Kent Pray on behalf of Chad Bruce Beaty, Shannon Lynn Beaty. (Wallis, Christy) (Entered: 10/18/2001)
10/18/2001	2	Meeting of Creditors (Chapter 7) Individual/Joint. Trustee Walter M. Dickinson added to the case. . 341(a) meeting to be held on 11/15/2001 at 02:00 PM at U.S. Trustee's Office Room 203. Last day to oppose discharge or dischargeability is 1/14/2002. (Wallis, Christy) (Entered: 10/18/2001)
10/18/2001		Receipt of Voluntary Petition Fee Paid Receipt Number 000156877 Fee Amount\$ 200 (Wallis, Christy) (Entered: 10/18/2001)
10/19/2001	3	Complaint by Chad Bruce Beaty, Shannon Lynn Beaty against pro se GMAC. Filing Fee in the amount of \$150.00 required. (Parrish, Marie) (Entered: 10/19/2001)
10/19/2001		Bankruptcy Case Closed. (Wallis, Christy) (Entered: 10/19/2001)
10/19/2001		Order Discharging Debtor Signed on 10/19/2001. (Wallis, Christy) (Entered: 10/19/2001)

Figure 3b

[NOTE: Use the scroll bar to the right of screen to move docket sheet up or down.]

STEP 3 To print docket, click on the **Print button** from the browser toolbar.

STEP 4 To view a specific document, click on the **docket number** hypertext link.

*Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to you PACER account, click **View Document** to continue.*

STEP 5 To view Notice of Electronic Filing, click on **silver bullet** next to docket number hypertext link.

- The receipt type screen appears. See Figure 4.

**Figure 4**

- Click appropriate radio button to Select Receipt Type
- Click **Display Receipt** to continue or **Clear** to reselect receipt type.

STEP 6 Notice of Electronic Filing screen appears. See Figure 5

**Figure 5**

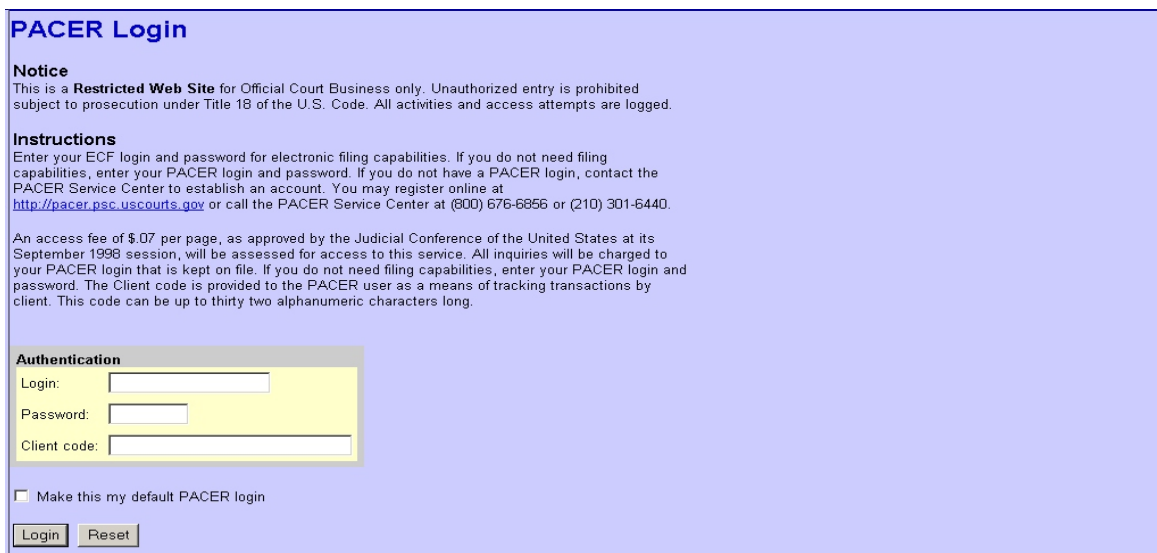
To print, click **Print button** from browser toolbar

Calendar Events

The Calendar Events Report displays a report of events scheduled for the date, time period, etc., selected. The report will show the first proceeding that set the hearing date, or, if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print.

STEP 1 Select Reports from the main CM/ECF menu, click on Calendar Events Report hypertext link from the Reports menu. Selection Criteria Screen appears and allows the user to specify what information to include in the report.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.] See Figure 1



PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6866 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

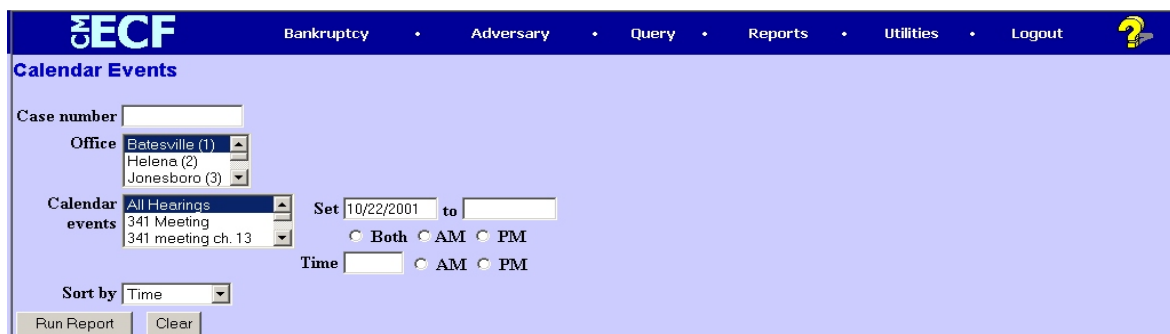
Password:

Client code:

☐ Make this my default PACER login

Figure 1

After you have logged in, the Calendar Event screen appears. See Figure 2



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Calendar Events

Case number:

Office:
Helena (2)
Jonesboro (3)

Calendar events:
341 Meeting
341 meeting ch. 13

Set: to

☐ Both ☐ AM ☐ PM

Time: ☐ AM ☐ PM

Sort by:

Figure 2

The Selection Criteria fields include:

- **Case number** - click in box and type a specific case number (include dash)
- **Office** - select and click on an appropriate divisional office, to select two or more, press down <Ctrl> key, then click on selection (s)
- **Calendar Events** - click to select a specific hearing event, to select two or more, press down <Ctrl> key, then click on selection (s)
- **Set** - click in box and enter a beginning and ending date for report to display.
- Click appropriate radio button to select generic time period for display - Both, AM, or PM, if searching for a specific time, leave unselected.
- **Time** - click in dialog box and type a specific time of hearing (include colon) or leave blank if using radio button select above.
- If searching on a specific time, click radio button to select AM or PM.
- **Sort** - click on the right of the field and select appropriate sort option.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. Calendar Events report screen appears. See Figure 3





 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 	
U.S. Bankruptcy Court Arkansas Eastern/Western Test Database Calendar Events Set For 10/1/2001-10/31/2001	
10/01/2001	
09:00 AM	1:01-bk-10295 Steven Avery Chapter: 7 Andrea Redmon representing Steven Avery (Debtor) Richard Ramsay (Trustee)  Meeting of Creditors (Chapter 7) Individual/Joint. Trustee Richard Ramsay added to the case. 341(a) meeting to be held on 10/1/2001 at 09:00 AM at U.S. Trustee's Office Room 203. Last day to oppose discharge or dischargeability is 11/30/2001.
10:00 AM	1:01-bk-10172 Robert Smith and Mildred Smith Chapter: 13 Raymond Weber representing Robert Smith (Debtor) Raymond Weber representing Mildred Smith (Debtor) Joyce Bradley Babin (Trustee)  Meeting of Creditors (Chapter 13) Consumer/Non-Business. Trustee Joyce Bradley Babin added to the case. 341(a) meeting to be held on 10/1/2001 at 10:00 AM at U.S. Trustee's Office Room 203.60

Figure 3

- STEP 3** To print report, click on **Print button** from browser toolbar.
- STEP 4** To see related entries, click on **silver bullet** next to hearing description. See Figure 4

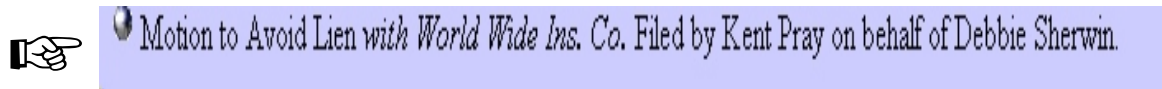


Figure 4

The Related Proceedings Report appears. See Figure 5



Figure 5

- STEP 5** To view documents from Related Proceedings Report, click on **document number** hypertext link. See Figure 6



Figure 6

[PACER Login screen will appear if you are not already logged into PACER.]

Enter PACER login, password and a client code
If already logged into PACER, proceed to Step 6

STEP 6 Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue.

Creditor Mailing Matrix

The Creditor Mailing Matrix report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case.

STEP 1 Select Reports from the main CM/ECF menu, click on Creditor Mailing Matrix hypertext link from the Reports menu. Selection Criteria Screen appears.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.] See Figure 1

PACER Login

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An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 1

After you have logged in, the Calendar Event screen appears. See Figure 2



The screenshot shows the 'Creditor Mailing Matrix' form in the ECF system. The form has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the form title 'Creditor Mailing Matrix' is displayed. The form contains a 'Case number' input field, a 'Special mailing group' dropdown menu (set to 0), and a 'Format' section with two radio buttons: '1 column' (selected) and 'raw data format'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'.

Figure 2

- Enter case number
- Click to select appropriate Format radio button
- Click Run Report or Clear to reset search criteria

STEP 2 Search Results screen appears listing creditors for case specified.
See Figure 3



The screenshot shows the 'Search Results' screen in the ECF system. The header is the same as in Figure 2. Below the header, the title 'Search Results' is displayed. The screen shows the 'Case Number: 4:01-bk-10099'. Below this, there are three blocks of creditor information, each separated by a horizontal line. The first block is for 'Allstate Insurance' with address 'P.O. Box 650562, Dallas, TX 75265'. The second block is for 'Alterier Booker' with address 'c/o Gordon Cooper, 251 Meeker Avenue, Newark, NJ 07112'. The third block is for 'Associates' with address 'P.O. Box 200067, Arlington, TX 76006'.

Figure 3

STEP 3 To print, click on **Print button** from the browser toolbar.

Query

The Query provides all pertinent information regarding a bankruptcy or adversary proceeding case in CM/ECF such as; creditors, related transactions, Judge information, Hearing information, associated cases, etc.,

STEP 1 Select Query from the main CM/ECF menu.

[Note: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.) See Figure 1

PACER Login

Notice
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Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 1

After you have logged in, the Query screen will appear. See Figure 2.

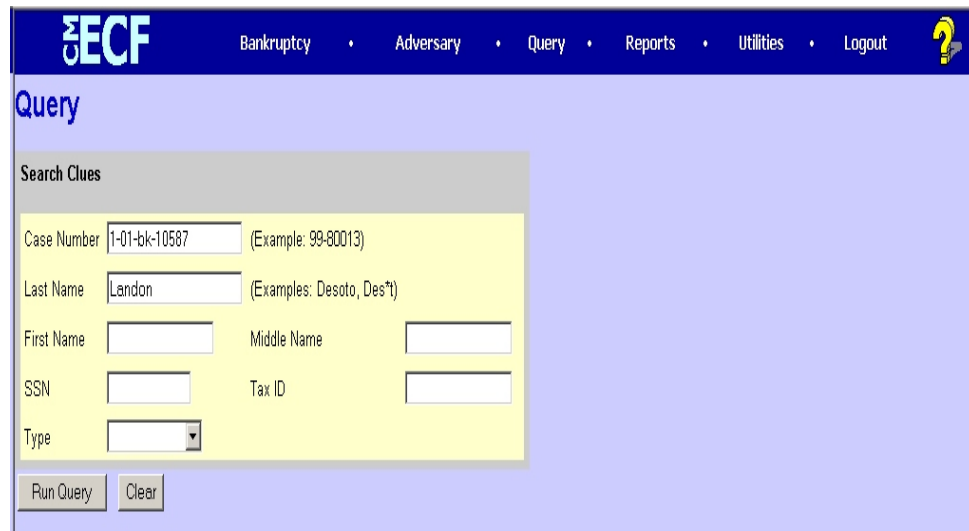


Figure 2

The search criteria fields include:

- **Case Number, Last, First and Middle Name, Social Security Number (SSN), Tax ID, Party Type)**

[NOTE: Provide the system with as much information as possible, this will make the search more precise]

STEP 2 Click on **Run Query** to continue or **Clear** to reselect criteria. The Case Information screen appears. **(See Figure 3)**

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

1:01-bk-10587 Michael Landon
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott
Date filed: 10/12/2001 Date of last filing: 11/26/2001

Query

- [Aliases](#)
- [Associated Cases](#)
- [Attorneys](#)
- [Case Summary](#)
- [Creditors...](#)
- [Deadlines/Hearings...](#)
- [Docket Report...](#)
- [Filers...](#)
- [History/Documents...](#)
- [Notice of Bankruptcy Case Filing](#)
- [Parties](#)
- [Related Transactions...](#)
- [Status](#)
- [Trustee](#)

Figure 3

STEP 3 To view case information, click on the hypertext link to access a particular category.

Aliases

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

1:01-bk-10587 Michael Landon
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott
Date filed: 10/12/2001 Date of last filing: 11/19/2001

Parties with aliases

Michael Landon aka Little Joe Landon
1 Ponderosa Trail
Little Rock, AR 72201
SSN: 987-45-9654
(db)

Associated Cases

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

1:01-bk-10587 Michael Landon
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott
Date filed: 10/12/2001 Date of last filing: 11/19/2001

Associated Cases

Case	Associated Case	Type
1:01-bk-10587 Michael Landon	1:01-ap-01133 hinkle v. GMAC	Adversary

Attorneys

ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Logout	?
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001								
Attorneys								
Whit Louis Light 123 University Ave. Little Rock, Ar 72201 <i>Assigned: 10/12/2001</i>			representing cr		Ford Motor Credit <i>(cr)</i>			
Kent Pray PRAY LAW FIRM P.O. Box 94224 North Little Rock, AR 72190 <i>Assigned: 10/12/2001</i>			representing pty		Michael Landon 1 Ponderosa Trail Little Rock, AR 72201 <i>(db)</i>			

Case Summary

ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Logout	?
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001								
Case Summary								
Office:	Batesville	Filed:	10/12/2001					
County:	Pulaski	Terminated:						
Fee:	Paid	Discharged:						
Reopen:	0	Reopened:						
Previous Term:		Converted:						
Disposition:		Dismissed:						
Joint:	n							
Flags: AddPty, FeeDueINST, FeeDueRf								
Trustee: Warren E. Dupwe City: Jonesboro Phone: Email: dupwepa@nccinternet.com								
Party 1: Michael Landon (987-45-9654) (db)								
Atty: Kent Pray Represents party 1: db								



Creditors

ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Logout	?
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001								
Creditors								
Allstate Insurance P.O. Box 650562 Dallas, TX 75265			(cr)					
Alterier Booker c/o Gordon Cooper 251 Meeker Avenue Newark, NJ 07112			(cr)					
Associates P.O. Box 200067 Arlington, TX 76006			(cr)					

Deadlines/Hearings

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 					
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
2	 Objection to Discharge Due	10/12/2001	01/08/2002		
	 Order Due	11/19/2001	11/20/2001		
2	 341 Meeting	10/12/2001	11/09/2001 at 10:00 AM		
12	 Show Cause Hearing	10/12/2001	11/02/2001 at 10:00 AM		11/19/2001
9	 Hearing	10/12/2001	11/01/2001 at 10:00 AM		






Docket Report

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 		
FeeDueRlf, FeeDueINST, AddPty		
U.S. Bankruptcy Court Arkansas Eastern/Western Test Database (Batesville) Bankruptcy Petition #: 1:01-bk-10587		
Assigned to: Mary D. Scott Chapter 7 Voluntary No asset Michael Landon 1 Ponderosa Trail Little Rock, AR 72201 SSN: 987-45-9654 Debtor aka Little Joe Landon Warren E. Dupwe U.S. Bankruptcy Trustee 300 W. Jefferson Jonesboro, AR 72401-2751 Trustee		
Date Filed: 10/12/2001		
Kent Pray PRAY LAW FIRM represented by P.O. Box 94224 North Little Rock, AR 72190		
Filing Date	#	Docket Text
11/19/2001		Hearing Held Granted. Order to be submitted by: Jim Dowden. (Littrell, Angela) (Entered: 11/19/2001)
11/18/2001	13	Complaint by susan hinkle against GMAC. Filing Fee in the amount of \$150.00 required.. (Parrish, E.) (Entered: 11/18/2001)
10/12/2001		Hearing Scheduled (related document(s)9Motion to Avoid Lien with Ford Motor Credit). Hearing scheduled for 11/1/2001 at 10:00 AM at Judge Scott's Courtroom. (Eckl, Debby) (Entered: 10/12/2001)
10/12/2001		Receipt of Voluntary Petition Fee Paid Receipt Number n/a Fee Amount\$ 0. (Eckl, Debby) (Entered: 10/12/2001)
10/12/2001		Receipt of Voluntary Petition Fee Paid Receipt Number 123654 Fee Amount\$ 50 (Eckl, Debby) (Entered: 10/12/2001)

Filers

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 			
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001			
Filers			
Name	Type	Added	Terminated
James Cox	aty	10/12/2001	
Warren E. Dupwe	tr	10/12/2001	
Ford Motor Credit	cr	10/12/2001	
Michael Landon	db	10/12/2001	

History

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 					
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001					
History					
Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
--	<i>Filed:</i> 10/12/2001 <i>Entered:</i> 10/12/2001	 Receipt of Voluntary Petition Filing Fee		misc volpff	13
--	<i>Filed:</i> 10/12/2001 <i>Entered:</i> 10/12/2001	 Receipt of Voluntary Petition Filing Fee		misc volpff	15
--	<i>Filed:</i> 10/12/2001 <i>Entered:</i> 10/12/2001	 Hearing (Document) Sched/Cont/Resched		court hrg	30
1	<i>Filed:</i> 10/12/2001 <i>Entered:</i> 10/12/2001	 Voluntary Petition (Chapter 7)		misc volp7	3
2	<i>Filed:</i> 10/12/2001 <i>Entered:</i> 10/12/2001	 Meeting of Creditors (Chapter 7) Individual/Joint		notice 1158	7
3	<i>Filed:</i> 10/12/2001 <i>Entered:</i> 10/12/2001 <i>Terminated:</i> 10/12/2001	 Application to Pay Filing Fees in Installments		motion aplcinst	9

Judge

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 	
1:01-bk-10587 Michael Landon Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott Date filed: 10/12/2001 Date of last filing: 11/19/2001	
Judge	
Mary D. Scott <i>ASSIGNED: 10/12/2001</i>	

Motions Report

<div> <div>ECF</div> <div> Bankruptcy Adversary Query Reports Utilities Logout </div> </div>						
<div> <div>Bankruptcy</div> <div>Motions Report</div> </div>						
<div> <div>U.S. Bankruptcy Court - Arkansas Eastern/Western Test Database</div> <div>11/19/2001</div> </div>						
Case/Number	Motion/Application	Motion Filed	Response Due	Response Filed	Reply Due	Hearing Date
1:01-bk-10587	Michael Landon Mary D. Scott By: cr Ford Motor Credit , 10/12/2001 Motion for Relief from Stay re: 1998 Ford Escort . Filing fee in the amount of \$75.00 required or in the alternative Motion for Adequate Protection					
8						
9	By: pty Michael Landon , 10/12/2001 Motion to Avoid Lien with Ford Motor Credit					11/01/2001 set
Total number of motions reported: 3						

Notice of Bankruptcy Filing

<div> <div>ECF</div> <div> Bankruptcy Adversary Query Reports Utilities Logout </div> </div>		
<div> <div>United States Bankruptcy Court</div> <div>Arkansas Eastern/Western Test Database</div> </div>		
Notice of Bankruptcy Case Filing		
A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code on 10/12/2001.		
Michael Landon 1 Ponderosa Trail Little Rock, AR 72201 SSN: 987-45-9654 aka Little Joe Landon		
The case was filed by the debtor's attorney: The bankruptcy trustee is:		
Kent Pray PRAY LAW FIRM P.O. Box 94224 North Little Rock, AR 72190		
Warren E. Dupwe U.S. Bankruptcy Trustee 300 W. Jefferson Jonesboro, AR 72401-2751		
The case was assigned case number 01-10587 to Judge Mary D. Scott.		

Parties

<div> <div>ECF</div> <div> Bankruptcy Adversary Query Reports Utilities Logout </div> </div>		
<div> <div>1:01-bk-10587 / Michael Landon</div> <div>Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott</div> <div>Date filed: 10/12/2001 Date of last filing: 11/19/2001</div> </div>		
Parties		
James Cox Attorney at Law 12 Any Street Little Rock, AR 72201 Added: 10/12/2001 (aty)		
Warren E. Dupwe U.S. Bankruptcy Trustee 300 W. Jefferson Jonesboro, AR 72401-2751 dupwepa@mccinternet.com Added: 10/12/2001 (tr)		
Ford Motor Credit Added: 10/12/2001 (cr)		
Whit Louis Light 123 University Ave. Little Rock, Ar 72201 Assigned: 10/12/01		
Michael Landon 1 Ponderosa Trail Little Rock, AR 72201 Added: 10/12/2001	represented by Kent Pray PRAY LAW FIRM P.O. Box 94224	

Related Transactions



Bankruptcy • Adversary • Query • Reports • Utilities • Logout 


1:01-bk-10587 Michael Landon
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott
Date filed: 10/12/2001 Date of last filing: 11/26/2001


Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
1	 Voluntary Petition (Chapter 7)	10/12/2001	
2	 Meeting of Creditors (Chapter 7) Individual/Joint	10/12/2001	
4	 Application to Pay Filing Fees in Installments	10/12/2001	
3	Application to Pay Filing Fees in Installments	10/12/2001	10/12/2001

Status



Bankruptcy • Adversary • Query • Reports • Utilities • Logout 

1:01-bk-10587 Michael Landon
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott
Date filed: 10/12/2001 Date of last filing: 11/26/2001


Pending Statuses

There Are No Pending Status Records For This Case.

No statuses have been terminated for this case.

[Note: If the case you query has pending statuses, they will appear in your search results.]

Trustee

ECF	Bankruptcy • Adversary • Query • Reports • Utilities • Logout	
1:01-bk-10587 Michael Landon		
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Mary D. Scott		
Date filed: 10/12/2001 Date of last filing: 11/19/2001		
Trustee		
Warren E. Dupwe		
U.S. Bankruptcy Trustee		
300 W. Jefferson		
Jonesboro, AR 72401-2751		
dupwepa@nccinternet.com		
ASSIGNED: 10/12/2001		
(tr)		

CM/ECF Glossary

Adobe Acrobat

Application used almost universally to create and view "PDF" documents. "Adobe" created the "PDF" format.

Attachment

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

CBT

A CBT (computer-based training) is an on-line learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WBT.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

MR

An MR, or software modification request, is the formal method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error. MRs are submitted via the Intranet at the TTSD website, <http://156.132.84.151/mrdb/>.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for SDSD is <http://156.132.84.151/>. The URL for the Arkansas Bankruptcy court is www.arb.uscourts.gov

***United States Bankruptcy Court
Eastern & Western Districts of Arkansas***

Glossary of Events by Category (Attorney)
Last revision: November 24, 2004

Adversary Proceeding: Answers

Answer to Complaint
Answer to Counterclaim
Answer to Cross claim
Answer to Third Party Complaint

Adversary Proceeding: Complaint & Summons

Amended Complaint
Complaint - DO NOT USE
Counterclaim
Cross claim
Notice of Removal
Registration for Foreign Proceeding
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

Adversary Proceeding: Miscellaneous

Affidavit
Amended Answer
Brief/Memorandum of Law
Exhibit/Witness List
Pre-Trial Statement
Request for Admission/Documents
Response
Satisfaction of Judgment
Subpoena
Support Document

Adversary Proceeding: Motions

Amend/Modify/Alter
Appear Pro Hac Vice
Change Venue of Hearing
Compel/Enforce
Comply

Compromise Controversy
Consolidate
Contempt
Continue Hearing
Default Judgment
Defer Fee
Dismiss Adversary Proceeding
Dismiss Party
Dismiss/Withdrawn /Rescind/Terminate Document
Examination
Exparte Relief
Expedite Hearing
Extend/Enlarge or Shorten Time
Joint Administration
Jury Trial
Leave to Appeal
Miscellaneous Relief
More Definite Statement
Preliminary Injunction
Protective Order
Quash/Strike
Reconsider
Recusal
Reinstate Case
Reinstate Document
Remand
Re-Open Adversary
Sanctions
Set Hearing
Stay
Stay Pending Appeal
Strict Compliance
Substitute Attorney
Summary Judgment
Transfer Adversary Case to Another Division
Transfer Adversary Case to Another Bankruptcy Court
Withdraw as Attorney
Withdrawal of Reference

Adversary Proceeding: Notices

Notice of Cancelled Hearing
Notice of Hearing

Notice of Stipulated Dismissal in an Adversary Proceeding
Notice to Take Deposition

Bankruptcy: Appeals

Addendum of Record on Appeal
Appellant Designation
Appellee Designation
Certificate of Election
Cross-Appeal
Notice of Appeal
Notice of Appeal to 8th Circuit
Notice of Docketing Record on Appeal
Notice of Docketing Notice of Appeal
Notice of Referral of Adversary Proceeding to BAP
Notice of Request for Extension of time to File Transcript
Objection to Referral to BAP
Request for Transcript RE: Appeal
Statement of Issues on Appeal
Transcript RE: Appeal
Transmittal Memorandum (BAP)
Transmittal of Addendum - Appeal Record
Transmittal of Record on Appeal

Bankruptcy: Claim Actions

Creditor Request for Notices
Notice of Opportunity to Object to Claim Action
Objection to Claim
Objection to Transfer of Claim
Reaffirmation Agreement
Transfer of Claim
Transfer of Claim (No Claim Register)
Transfer of Claim (No Waiver)
Withdrawal of Claim
Withdrawal of Claim (No Claims Register)

Bankruptcy: Creditor Maintenance

Enter Individual Creditors
Upload Creditor List

Bankruptcy: Miscellaneous Events

20 Largest Unsecured Creditors
Affidavit
Amended Schedules/Statement, Petition Page or Creditors (Except Ch. 13 Plan)
Brief/Memorandum of Law
Certificate of Service
Creditor List Received
Creditor Request for Notice
Declaration
Disclosure of Compensation of Attorney for Debtor
Document
Equity Security Holders
Exhibit/Witness List
Involuntary Petition - Chapter 7
Involuntary Petition - Chapter 11
Involuntary Petition - Add Alleged Debtor
Involuntary Summons Service Executed
Involuntary Summons Service Un-Executed
Notice of Appearance and Request for Notice
Notice of Change of Address
Notice of Intention
Notice of Opportunity to Object/Respond
Objection to Debtor (s) Claim of Exemptions
Operating Report
Pre-Trial Statement
Proposed Findings of Fact and Conclusions of Law
Reaffirmation Agreement
Request for Admission/Document
Request for SSN Modification
Schedules Filed
Statement of Compensation
Statement of Intent
Stipulation
Subpoena
Summary of Ballots
Summary of Schedules
Voluntary Petition (Chapter 12)
Withdrawal of Document
Writ

Bankruptcy: Motions/Applications

Abandon
Accounting
Adequate Protection
Administrative Expenses
Allow Claims
Allow Payment Arrearage
Amend/Modify/Alter (Excluding Plan)
Appear pro Hac Vice
Appoint Creditors Committee
Appoint Trustee
Assume/ Reject
Avoid Lien
Borrow/Incur
Cancel Hearing
Change Venue of Hearing
Compel/Enforce
Compensation
Compensation 13 (Chapter 13 ONLY)
Comply
Compromise Controversy
Consolidate
Contempt
Continue Hearing
Continue Meeting of Creditors
Defer Fee
Deposit Funds into Court Registry
Dismiss Case (not Individual debtor)
Dismiss Debtor
Dismiss Party (other than debtor)
Dismiss/Withdraw/Rescind/Terminate Document
Employ
Examination
Exparte Relief
Expedite Hearing
Extend/Enlarge Exclusivity Period
Extend/Enlarge Plan Payments
Extend/Enlarge time to pay Filing Fee
Extend/Enlarge or Shorten Time
Final Decree
Hardship Discharge
Intervene
Joint Administration

Leave to Appeal
Limit Notice
Miscellaneous Relief
Modify Plan
Modify Plan and Add creditor
More Definite Statement
Pay
Pay Filing Fees in Installments
Preliminary Injunction
Prohibit use of Cash Collateral
Protective Order
Quash/Strike
Reconsider
Recusal
Refund of Fee
Reinstate Case
Reinstate Document
Relief from Co-Debtor Stay
Relief from Stay
Relief from Stay (AMENDED)
Remand
Reopen Chapter 11 Case
Reopen Chapter 12 Case
Reopen Chapter 7/13 Case
Sanctions
Sell
Set Hearing
Set last day to file Proof of Claim
Sever/Split/Deconsolidate Chapter 11 case
Sever Split/Deconsolidate Chapter 12 case
Sever/Split/Reconsolidate Chapter 7/13 case
Stay
Stay Pending Appeal
Strict Compliance
Substitute Attorney
Transfer Bankruptcy Case to Another Division
Transfer Bankruptcy Case to Another Bankruptcy Court
Use Cash Collateral
Vacate/Set Aside
Vacate/Set Aside Discharge
Waive/Excuse Appearance
Withdraw as Attorney
Withdrawal of Reference
Writ

abandon
adequate protection
convert case to 11
convert case to 12
convert case to 13
convert case to 7
dismiss case (NOT Individual Debtor)

Notices

Notice to Convert Chapter 12/13 to a Chapter 7
Notice Denying Discharge
Notice of Cancelled Hearing or Meeting
Notice of Filing
Notice of Hearing
Notice of Opportunity to Object/Respond
Notice of Voluntary Dismissal
Notice to Take Deposition

Objection/Response

Involuntary Answer
Objection
Response
Reply

Plan

Amended Chapter 13 Plan/Schedules
Amended Disclosure Statement
Chapter 11 Plan
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Disclosure Statement
Notice of Opportunity to Object/Respond
Objection to Confirmation of Plan

Proof of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case or is in the database but has a different address than the one listed for the creditor, they should be added to the creditor database before filing the claim.

In the following exercise, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by adding each record separately.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



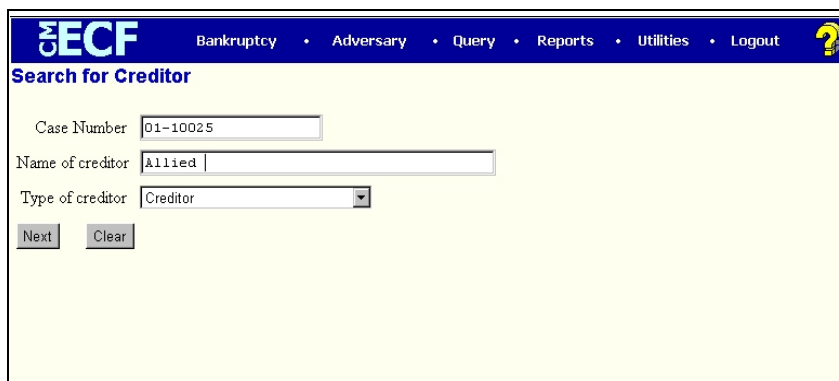
Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the File Claims hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)**Figure 3**

- ◆ Click in the **Case Number** box and enter the correct case number in YY-NNNNN format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ Click [**Next**] to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. (See Figure 4a.)

The screenshot shows the ECF web interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Select a Creditor for Claim". Below this, the case information "Case 01-10025: Eliza Johanson" is displayed. A search results box contains a single entry: "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887". Below the search box is a link labeled "Add Creditor". At the bottom are "Next" and "Clear" buttons.

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (See Figure 4b.)

This screenshot shows the same ECF interface as Figure 4a, but with the drop-down arrow clicked. The search results box now displays a list of five creditors: "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887", "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887", "2197 - Hank's Appliance City - 3991 Cornfield Rd. Compach, IA 99886", "2195 - Imperial Landscaping, Inc. - 3010 Franklin Dr. Pleasantville, IA 99887", and "2062 - Pleasantville Savings & Trust - 9900 Business Ave. Pleasantville, IA 99887". The "Next" and "Clear" buttons remain at the bottom.

Figure 4b

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case (**refer to the Creditor Maintenance module for instructions on how to add a creditor**).

- ◆ Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?				
Proof Of Claim Information For				
1029320 - Allstate Insurance P.O. Box 650562 Dallas, TX 75265				
Case Number: 4:02-bk-11111	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File (Govt):	Date Filed: 10/24/2002	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description:				
Remarks:				
Next Clear				

Figure 5

- ◆ Enter the data in the appropriate fields for the claim. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ An **Amends Claim#** field displays. If the claim being filed indicates that it is an amendment to a previously filed claim, enter the claim number of the previously filed claim in the box provided.
- ◆ A **Duplicates Claim#** field displays. If it has been determined that the claim being filed is a duplicate of a previously filed claim, enter the claim number of the previously filed/duplicate claim.
- ◆ The **Late** field defaults to **No**. Leave this field on the default of No, **even if** it is apparent that the claim was filed late when compared to the Proof of Claim Deadline.
- ◆ The **Status** field defaults to blank, but other options are: Allow, Amendment, Expunge, Reclassify, Reduce and Withdraw. **Leave this field on blank.**
- ◆ There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The **Description** and **Remarks** fields will appear on the Claims

Register. Both fields are 60 characters long.

- ◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- ◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. (See Figure 6a.)

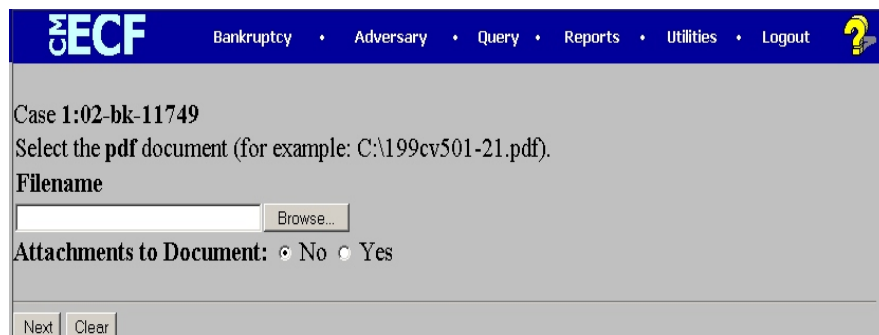


Figure 6a

- ◆ A PDF image of the claim is required.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)

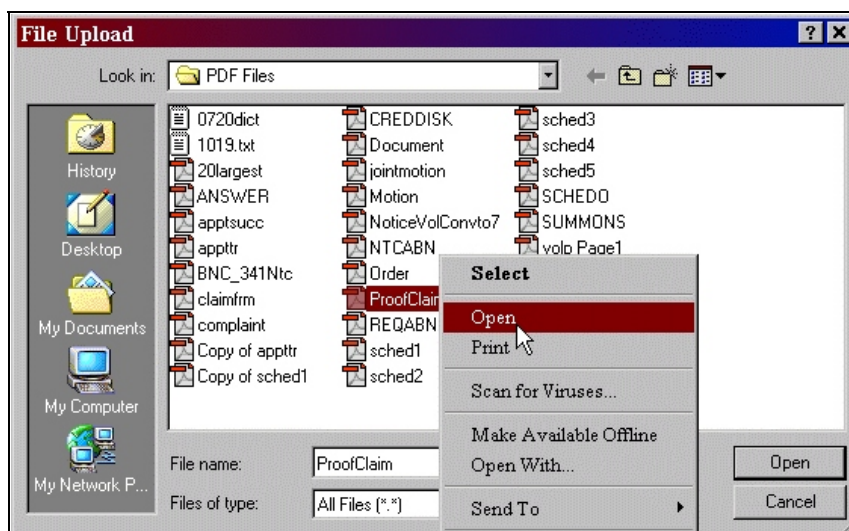


Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

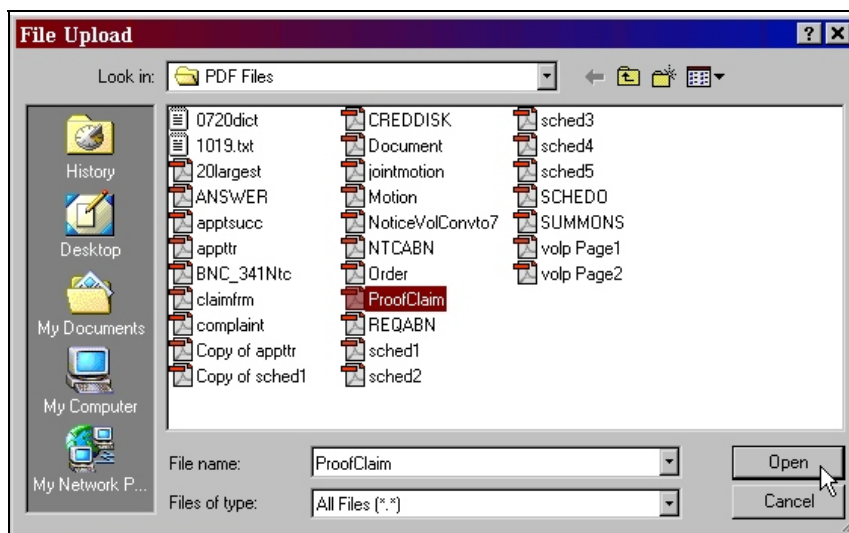
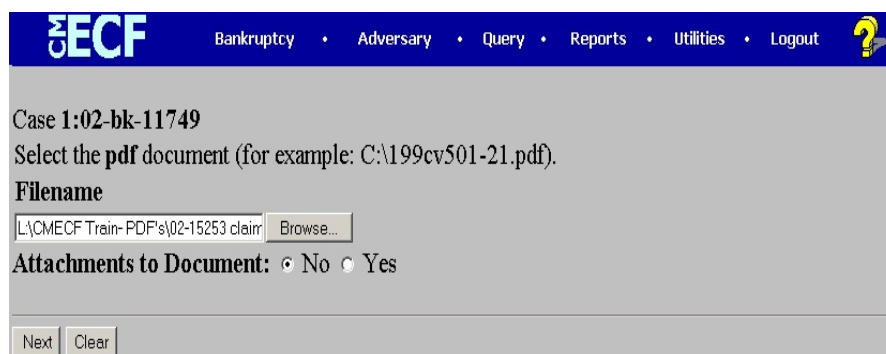


Figure 6c

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)



Case 1:02-bk-11749

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

L:\CM/ECF Train-PDFs\02-15253 claim

Attachments to Document: ☒ No ☐ Yes

Figure 6d

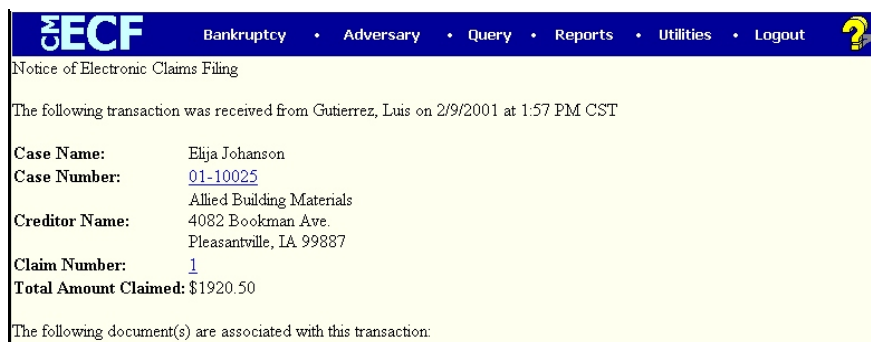
- ◆ PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.) This claim is now part of the official court record.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Notice of Electronic Claims Filing

The following transaction was received from Gutierrez, Luis on 2/9/2001 at 1:57 PM CST

Case Name: Elija Johanson

Case Number: [01-10025](#)

Creditor Name: Allied Building Materials
4082 Bookman Ave.
Pleasantville, IA 99887

Claim Number: [1](#)

Total Amount Claimed: \$1920.50

The following document(s) are associated with this transaction:

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.

Document description:Main Document
Original filename:O:/CMECF/PDF Files/ProofClaim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981492479 [Date=2/9/2001] [FileNumber=7522-0] [95
be7d7c63abc7867cde3ca922f576e65314370f5681b79d49cf7d14956583e09b6dc385
22eb407fca3530528a41000cf4e299f8486f6c14fde5d56ca40cf0f6]]

Figure 7

- ◆ To print a copy of this notice, click the browser [Print] icon.
- ◆ To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As.
- ◆ To continue claims processing, click again on Bankruptcy, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

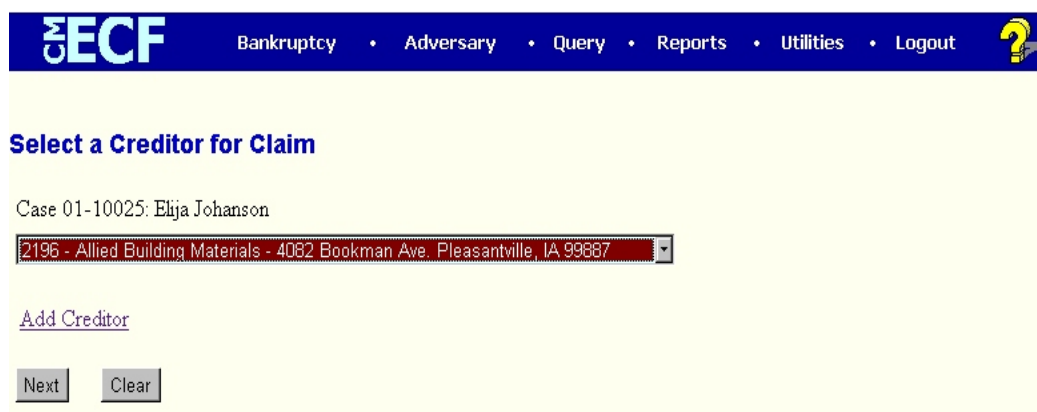
STEP 8 CLAIMS REGISTER

- ◆ To run the Claims Register, click Reports on the Main Menu Bar and then Claims Register hyperlink.

Creditor Maintenance - Adding A Creditor

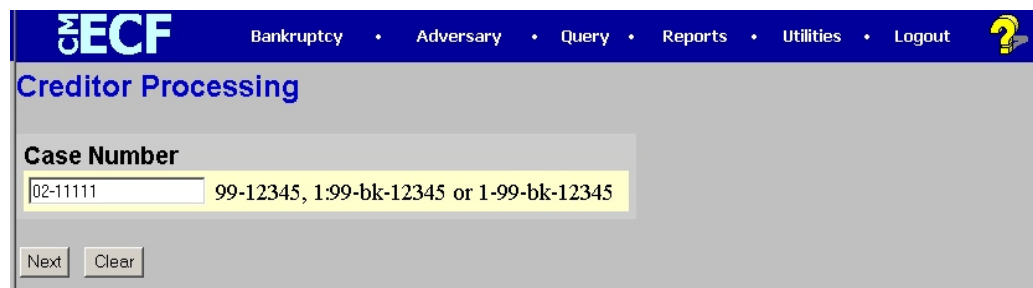
Click on the down arrow to reveal the list of creditors if more than one creditor displays.

- If the creditor filing the claim IS NOT found on the list or
- If the creditor is found, but the address different from the address on the proof of claim
 - Click the ADD CREDITOR hypertext link; and proceed to STEP 1.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the page title is "Select a Creditor for Claim". The main content area has a light yellow background. It displays "Case 01-10025: Elja Johanson". Below this is a dropdown menu showing "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887". There is a link "Add Creditor" and two buttons, "Next" and "Clear".

STEP 1 The Creditor Processing screen displays. (See Figure 1)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the page title is "Creditor Processing". The main content area has a light gray background. It displays "Case Number" above a text input field containing "02-11111". To the right of the input field is a dropdown menu showing "99-12345, 1:99-bk-12345 or 1-99-bk-12345". There are two buttons, "Next" and "Clear".

Figure 1

- Verify the case number.
- Click [Next].

STEP 2 The ADD CREDITOR screen displays. (See Figure 2)

Add Creditor(s)

Case 4:02-bk-11111 already contains creditors!
Case number 4:02-bk-11111 Barry Joshua Barber

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue to Enter ☐ Last Entry

Figure 2

- Verify the case number and name show on this screen.
- The system may warn that creditors already exist in this case. This is expected. Continue to add the new creditor to this case.
- Enter the creditor name and address, EXACTLY as shown on the claim, in the text boxes provided.
- The Type of creditor defaults to creditor. Accept this default.
- The Creditor Committee option defaults to No, indicating that this creditor is not a member of the creditor committee. Accept the default on No unless it is known that this creditor is a member of the Creditor Committee. Then change the default to Yes.
- The radio button Continue to Enter is highlighted. If more than one creditor needs to be entered, accept this default. If this is the only or last creditor to be added, change the radio button to select Last Entry. This means this will be the last creditor to be added at this time.
- Click [Next].

STEP 3 The Creditor Confirmation screen displays. (See Figure 3)



Add Creditor(s)

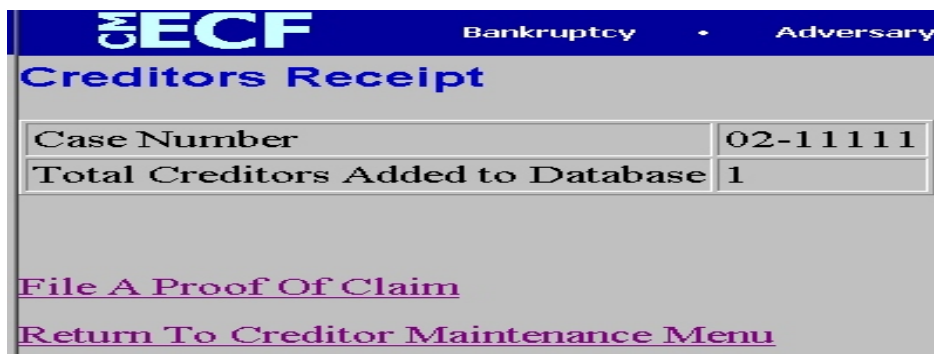
Total Creditors Entered 1

Submit

Figure 3

- The number of creditors added to the system displays. Verify this is the correct number of creditors added.
- If additional creditors need to be added, press the [Back] browser button, change the option from 'Last Entry' to 'Continue to Enter', and click [Next].
- Once all creditors have been entered, click [Submit]. Submit must be clicked in order for any new creditors to be added to the case.

STEP 4 The Creditor Receipt screen displays. (See Figure 4)



ECF Bankruptcy • Adversary

Creditors Receipt

Case Number	02-11111
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 4

STEP 5 Click the [FILE A PROOF OF CLAIM](#) hypertext link to proceed with filing the claim.